

IMPERIAL CODE

OF

CENSUS PROCEDURE

1931

PART I.—ENUMERATION



SIMLA
GOVERNMENT OF INDIA PRESS
1930

RAJASTHAN UNIVERSITY LIBRARY

DATE

ENTS.

PAGE.

CHAP. I.—Definitions	1
CHAP. II.—General Instructions	6
CHAP. III.—Translation	14
CHAP. IV.—Paper, Printing and Indents	16
CHAP. V.—Census Divisions and Agency	19
CHAP. VI.—House-numbering	26
CHAP. VII.—The Preliminary Enumeration	29
CHAP. VIII.—The Final Enumeration or the Census	36
CHAP. IX.—Special Arrangements	40

APPENDICES.

I.—Census of Railways	46
II.—Census of Cantonments and of Troops on the March	50
III.—Census of Plantations, Mines and Factories	54
IV.—Census of Ports	58
V.—Census of Inland Steamers	63
VI.—Census of Indians on the High Seas	66
VII.—The Census of educated unemployment	67

IMPERIAL CODE OF CENSUS PROCEDURE.

CHAPTER I.

DEFINITIONS.

1. **Provincial Superintendent** means the Superintendent of Census Operations for a Province Agency or State, and includes an officer at the headquarters of a Local Government, Local Administration, Agency or Residency, who is entrusted with the general superintendence of Census work.

Census Officers.

2. **District Census Officer** means the officer appointed to be in general charge of the Census operations in a district under the control of the District officer. In British territory the District Census Officer is usually a Covenanted Civilian or a selected Assistant of the Provincial Service. He should be an officer who can tour freely without detriment to his ordinary duties. The name of the officer selected should be reported to Government with a view to his being left in the district until the Census is over.

NOTE.—Sometimes the District Officer himself undertakes the direct supervision of the Census operations, in which case there is no separate District Census Officer. In some provinces again the Sub-Divisional Officer does most of the Census work in his Sub-division. In any case it is desirable that the Sub-Divisional Officer, who has generally more authority on the Census staff in his Sub-divisions than the District Census Officer is likely to have, should bear a proper share of responsibility for the work of the Census, and the District Magistrate, when asked to appoint a District Census Officer should at the same time be asked to indicate the relations which he is to have with the Sub-Divisional Officer and to make the latter responsible at least for assisting and supporting the District Census Officer within his own charge.

In some provinces it is found more convenient to have a District Census Officer who has not got magisterial powers, as he is less liable to transfer, and being very junior, as a rule, has more stimulus to distinguishing himself.

3. **Charge Superintendent** means the person entrusted with the general superintendence of a Charge as defined in Article 8 below. He is usually a Revenue or (in some provinces) a Police Official.

4. **Supervisor** means the officer in executive charge of a Circle as defined in Article 7 below. In provinces with a strong Revenue agency he is usually an official.

5. **Enumerator** means the person in charge of a Census Block as defined in the next article. He is usually an unpaid non-official, but in some provinces village headmen and other officials are employed as Enumerators in rural areas, and everywhere it is desirable to enlist as many officials as possible for the work of enumeration in towns.

6. The **Block** is the smallest Census unit, containing from 30 to 50 houses in charge of an Enumerator.

Census Divisions.

7. The **Circle** is a compact group of from 10 to 15 Blocks under a Supervisor, who is responsible for the work of all the Enumerators in his Circle.

8. The **Charge** is a group of Circles under a Charge Superintendent, who exercises general supervision over the Census operations and tests as large a

proportion as possible of the work of his subordinates. A Charge usually corresponds to some recognised administrative division, such as a thana, taluk, tahsil or township, but where such units are very large it may be necessary to sub-divide them.

9. **House-numbering** is the process of painting numbers on all houses likely to be inhabited on the night of the Final Census procedure. Enumeration. The series of numbers represents the order in which each house will be visited by the Enumerator of the Block in which it is situated.

10. **Preliminary Enumeration** is the process of filling up the various columns in the Schedule for all persons ordinarily residing in the Block at the time when the Preliminary Enumeration is made. In rural areas this is done about four or five weeks before the Final Enumeration; in towns the interval is shorter.

11. The **Final Enumeration**, or the **Census**, is the process of checking and correcting the record of the Preliminary Enumeration so as to make it correspond with the state of facts actually existing on the Census night.

12. The **Enumerator's Abstract** is a short summary giving the number of houses and of persons, male and female, in a Block. It is prepared by the Enumerator Rough totals. the morning after the Census.

13. The **Circle Summary** is a compilation for the Circle of the totals shown in the Enumerators' Abstracts.

14. The **Charge Summary** is a compilation for the Charge of the totals shown in the Circle Summaries.

15. The **District Provisional Total** is a compilation for the district of the totals shown in the Charge Summaries.

16. The **General Schedule** is the form on which the enumeration of the general population is recorded. It consists of Census forms. a leaf printed on both sides. There are ten lines on each page, so that ordinarily it should be possible to enter particulars for at least three houses on one Schedule.

17. The **Household Schedule** is a form in English intended to be filled up by the householder himself instead of by the Enumerator of the Block. It is given in certain cases to Europeans and Anglo-Indians but should only be used where its use is unavoidable.

Experience has shown that schedules are filled in by trained Enumerators far better than by private persons; and as Indian gentlemen have, of course, no difficulty in understanding and intelligibly answering the Enumerators' questions, the necessity of providing for self-enumeration does not arise in their case. The residences of noblemen and other Indian gentlemen with large establishments may, if desired, be formed into separate Blocks and the record of the same prepared by Enumerators nominated by them. In other cases, when the head of the family is an educated man and wishes to enter himself the particulars for his household, the Enumerator can hand him his Enumeration Book for the purpose.

The enumeration of Europeans and Anglo-Indians should be carried out by trained Enumerators, who should themselves be Europeans or Anglo-Indians whenever possible, on the general schedule wherever arrangements to do so can be made, e.g., in railway

settlements. Experience has shown that household schedules are seldom filled in correctly even by Europeans, and in England where the Census has hitherto been taken on Household Schedules, it has been strongly recommended that the Indian system of trained enumerators and general schedules should be adopted, and it is suggested that District Officers and other Government officials should set the example by having themselves, and their families enumerated on Enumerator's Schedules.

18. The **Specimen Schedule** is a Schedule on which typical entries are made in illustration of the mode of enumeration. One such Schedule is printed on the Cover of the Enumeration Book and another on the back of the Household Schedule.

19. The **Cover** is the piece of brown paper in which the General Schedules and Block List are bound up. On it are printed the Instructions to Enumerators, the Enumerator's Abstract and the Specimen Schedule; provision is also made for entering on it the descriptive particulars of the book, the names of the Census Officers concerned, and a record of the progress of the operations.

20. The **Enumeration Book** consists of—

(a) The Cover.

(b) As many General Schedules and Household Schedules as may be required.

(c) A Block List.

These forms are stitched together locally. Each Block has a separate Enumeration Book.

21. The **General Village Register** shows for each administrative unit, such as a thana, taluk, tahsil or township the names of all villages and hamlets, the number of houses in each, the names of persons qualified to act as Supervisors and Enumerators, and the number of the Census Circle and Block.

22. The **Charge Register** shows the division of the Charge into Circle and Blocks, and the names of the Census officers in charge of each of these units.

23. The **Circle Register** shows the division of the Circle into Blocks, and the names of the Census officers in charge of the circle and blocks.

N.-B.—The Circle Register is usually an extract of those pages of the Charge Register which refer to the circle (*vide* Chapter V, Article 11).

24. The **Block List** is an extract from the House List (Article 25) giving the Census number of each house in the Block, a description of the house, and the name of the head of each family. It consists of a sheet printed on both sides, and as 25 houses can easily be entered on each side, one form should ordinarily suffice for a Block.

25. The **House List** is the form showing for each village the Census number of every house, the description of the house, and the name of the head of each family.

26. **House** is variously defined according to local conditions. In most of the larger provinces it was defined in 1921 as the dwelling place of a commensal family with its resident dependants, such as widows and servants, while in others, *e.g.*, the Central Provinces and Berar, the enclosure, or residence of one or more families having a separate entrance from the common way, was taken as the

Miscellaneous.

Census house. In the latter case it is necessary also to define what is meant by a family. The name of the head member of each family has to be entered in the House List, as it is from him that the Enumerator has to obtain the information for filling in the Schedules.

The enclosure was the general criterion throughout India (except Assam) at the Census of 1881. It was found, however, that the figures showing the number of houses as thus defined had no statistical value; and in 1891 it was laid down that the object to be aimed at was to obtain a definition which would simplify as much as possible the work of the Enumerators. Since then the tendency has been spreading to define a house as the residence of a commensal family. This definition, if otherwise suitable, furnishes a better guide for the formation of Blocks and for calculating the number of Schedules needed by each Enumerator than the enclosure, which may contain the residences of any number of families, from one to half a dozen or more. The definition is discussed in paragraph 81 of the Census Report for India of 1911 and in paragraph 36 of that of 1921, and in the various Provincial Reports. In the Santhal Parganas the married sons who have separate houses but go to their father's house for meals provide an instance of the difficulties that may arise. They were censused as separate households.

Whatever the definition be, it will be necessary to provide for special cases. Thus in hotels and serais each room, or suite of rooms, allotted to a different traveller or family should be treated as a separate house, and in the case of houses occupied by Europeans and Anglo-Indians, each tenement in a row of servants' quarters should be treated as a separate house. In coolie lines, etc., each tenement should likewise be given a separate number and it may prove advantageous in some urban areas to have a dual system giving each structural house a number and each social household within it a sub-number; in some cases the municipal house number may serve as the house, as distinct from household, number, particularly where the municipality can be included to revise its numbering for the benefit of Census Operations.

In cases where statistics of density of population are to be compiled and enumeration of the number of houses is essential, the best plan is to define as a "house" every dwelling with a separate main entrance ("*sadar darwaza*").

The definition which is adopted locally should be issued at the very commencement of the operations, so that the houses may be counted for the purposes of the General Village Register on the same principle as will be followed in the course of the subsequent operations.

27. Village.—The definition must vary according to local conditions. Where there has been a recent survey, and the revenue village (or *mauza*) is a well-recognised unit with definite boundaries, it is clearly desirable to take this area as the Census village. The whole district being parcelled out into such villages, of which a complete list is kept at headquarters, the adoption of this definition obviates all risk of any houses in any portion of the district being overlooked.

Where the territorial village is uncertain, recourse must necessarily be had to the residential village.

There are two objections to taking the residential village as the Census unit. In the first place, in it is often difficult in practice to say what is a hamlet and what is a village; and, secondly, in the case of a small outlying group of houses, there is always the danger that the Enumerators of the villages on opposite sides of it (especially when they are in different Circles) may omit to deal with it, each thinking it to be his neighbour's business.

The residential village was defined in 1911 in those parts of Bengal and Assam where the survey village could not be used as "a *gaon* or *gram*, together with its adjacent *tolas*, *paras*, *pattis*, etc.; provided that none of these dependent collections of houses are so large or so distant from the central village as to form in themselves true villages with distinct individual names".

28. Town includes—

- (1) Every municipality.
- (2) All Civil lines not included within municipal limits.
- (3) Every Cantonment.
- (4) Every other continuous collection of houses, inhabited by not less than 5,000 persons, which the Provincial Superintendent may decide to treat as a town for Census purposes. In Native States, where there are no municipalities, this definition will have to be extensively applied.

NOTE.—In dealing with questions arising under head (4), the Provincial Superintendent will have regard to the character of the population, the relative density of the dwellings, the importance of the place as a centre of trade, and its historic associations, and will bear in mind that it is undesirable to treat as towns overgrown villages which have no urban characteristics. On the other hand the list of places to be treated as "towns" should probably include in the first instance all places of not less than 5,000 inhabitants which were treated as towns at the Census of 1921 and other urban places not so treated in which a population of more than 5,000 may reasonably be expected in 1931.

29. City means—

- (1) Every town containing not less than 100,000 inhabitants.
- (2) Any other town which the Provincial Superintendent, with the sanction of the Local Government, may decide to treat as a City for Census purposes. In dealing with such cases the considerations mentioned in the note to Article 28 should be borne in mind.

NOTE.—A list of the places to be treated as towns and cities for Census purposes should be forwarded to the Census Commissioner for India not later than the 1st November 1930.

CHAPTER II.

GENERAL INSTRUCTIONS.

1. **Code of Census Procedure.**—All general instructions regarding the Census Operations are embodied in the form of Codes. The standard rules are laid down in the Imperial Census Code. Each Provincial Superintendent will prepare his own Code on the basis of the Imperial Code, omitting the portions which apply only to his own office, and making such modifications *in matters of detail* as may be necessary to adapt it to the local conditions prevailing in the area with which he has to deal. The Provincial Codes should be issued Chapter by Chapter as each stage of the operations is reached. It would be desirable, in the first instance, to issue a preliminary Circular giving a brief survey of the whole course of the operations with a calendar or programme showing the date for each consecutive stage of the operations and explaining that detailed instructions regarding each successive stage will be communicated in due course.

NOTE.—It should be borne in mind that, when instructions are in type, the cost of printing extra copies is very small. A plentiful supply of spare copies should therefore be sent to all officers addressed, for communication to such of their subordinates as may need them. Cyclostyled copies are difficult to read, and their preparation involves unnecessary trouble and delay.

2. **Census Legislation.**—The legal basis for the Census has been provided by the Indian Census Act of 1929. The Government of India have made rules for the Census of Cantonments, Railways and also for the Indians on the High Seas, though the latter rules are not statutory. All other rules and orders will be made by the Local Governments (*vide* Home Department Notification No. F.-45/1/30, dated the 20th January 1930, and Memorandum of the same number and date).

Provincial Superintendents should move their Governments—

(1) to appoint Census Officers under Section 2 (1) of the Census Act :

N. B.—It would be convenient to have the notification so framed as to enable the District Magistrate to delegate to Sub-Divisional Officers the powers under paragraph 2 (3) of the Act.

(2) to delegate to them the power of appointing Census Officers under Section 2 (3) :

(3) to authorize them to issue the declaration in writing referred to in Section 3 (1) in respect of all Census Officers appointed by them :

(4) to appoint some officers to exercise the powers referred to in Sections 4 and 5 in Presidency towns and other places where these powers will not be exercised by the District Magistrate :

(5) to empower Census Officers under Section 6 to ask all questions necessary for filling up the General Schedule with reference to the "Instructions to Enumerators", which should be appended to the Notification that will be issued :

(6) to direct, under Section 9, that the Schedule to be filled up by occupiers of houses shall be in form of the Household Schedule, which should be annexed :

(7) to notify, under Section 11, before what magistrates prosecutions under the Act will be instituted in Presidency towns and elsewhere and what officers, if any, are authorised by the Local Government to sanction prosecutions under the Act.

3. Progress Reports and Inspections.—It is difficult in the earlier stages of the work to convince some people that the arrangements for a Census, which is still many months distant, are at all urgent; and a good deal of supervision is necessary, on the part of the Provincial Superintendent, in order to ensure prompt and adequate action being taken on the instructions issued by him. This supervision can be exercised by means of (i) personal inspection on the spot and (ii) progress reports. If possible, every district should be visited twice, *viz.*, once at an early stage of the operations, in order to see that the General Village Register and Circle List are properly prepared, to give personal instructions to the District Census Officer regarding the future course of the operations, and to discuss special questions, such as the arrangements for the Census of tracts which were non-synchronous in 1921; and again after house numbering, to see that the Census Staff are being properly trained and that everything necessary is being done to ensure a complete and accurate enumeration. In addition, each district officer might be asked to submit a fortnightly report showing what progress has been made in carrying out the different stages of the operations. The reports from advanced districts can often be quoted with effect as an object lesson to those which are more backward. The first tour should be commenced as soon as the Superintendent has finished his preliminary work at headquarters including (1) the issue of the preliminary Circular referred to in Article 1, with the first instalment of the Census Code, (2) the preparation of the indent for paper and (3) the translation of the Enumeration Book forms.

N. B.—In Burma it is probably impossible to visit every district twice.

4. Superintendent's Note Book.—Superintendents will find it most useful, when the time comes for writing their Reports, if they systematically make notes, from the very commencement, of all items of information bearing on the Census which come to their notice, especially during their tours. For this purpose books of slips with a perforated edge will be found very convenient. If each note is written on a separate slip, the slips can afterwards be torn off and sorted by subjects. It is a good plan, when in districts of which the Superintendent has no previous personal knowledge, to read the district Gazetteer on the spot, and to discuss with the local officers any questions arising out of the last Census Report which seem to require elucidation or further inquiry.

5. Correspondence with Government.—Superintendents should send to the Census Commissioner for India copies of all important correspondence regarding the Census which passes between them and their Local Governments. They should also send to him and to the other Provincial Superintendents copies of the local Census Code and of all important Circulars, etc., issued by them.

6. Expenditure.—In an undertaking like the Census, it is impossible to apply the ordinary methods of controlling expenditure. Great latitude has to be allowed to the Provincial Superintendents; and the cost of the Census

depends very largely on the efficiency of their arrangements and the care which they take to avoid all unnecessary outlay. The scope of the operations is so great that items of expenditure which, taken separately, or for a single Province, seem insignificant, amount in the aggregate to very large sums. There must necessarily be variations in the scale of expenditure in different parts of the country, owing to variations in the size and local conditions of the individual provinces, and the general rise of rates of pay will make it difficult to keep the expenditure as low as in preceding censuses, but more particularly for that reason every effort should be made to avoid unnecessary outlay and every means by which expenditure can be saved without detriment to the efficiency of the arrangements should be carefully considered.

7. Power to sanction expenditure.—The Government of India have authorised Provincial Superintendents of Census Operations to exercise the powers conferred by rules 18 and 23 of the Book of Financial Powers. They have also authorised these officers to exercise, except in regard to their own office establishment, the powers conferred by Rule 15, subject to the condition that the pay of the appointment does not exceed Rs. 75 per mensem.

Under the Resolution from the Department of Commerce and Industries No. 6802-6848-63, dated the 20th July 1908, the Government of India have authorised Provincial Census Superintendents to purchase, for the use of their offices, books, newspapers and other publications without reference to the Government of India.

The exercise of the powers referred to above is subject to the condition that budget provision for the purpose is not exceeded.

The Government of India have also declared Provincial Census Superintendents to be the controlling officers for their own and their establishments' travelling allowance. (Home Department letter No. F. 45/5/30-Public, dated the 28th April 1930.)

The Local Governments have been authorised to sanction the creation of temporary appointments up to a pay limit of Rs. 250 a month provided the budget provision for this purpose is not exceeded. (Home Department letter No. F. 45/5/30-Public, dated the 28th April 1930.)

Subject to the existence of budget provision the Census Commissioner for India exercises the financial powers conferred by rules 18, 23 and 24 of Chapter II of Part II of the Book of Financial Powers. He is also similarly authorised to exercise, except in regard to his own Office Establishment, the powers conferred by rule 17 in the case of menial establishment only and those conferred by rules 15 and 16 subject to the condition that the pay of the appointment does not exceed Rs. 125 per month. (Home Department letter No. F. 413/29-Public, dated the 12th November 1929.)

8. Debit of Census Charges.—In Finance Department Resolution No. D/252-F., dated the 20th January 1930, it is pointed out that at the Census of 1921 the financial arrangements were framed to ensure that the Central and the Provincial Governments bore their proper shares of the expenditure before and after the introduction of the Reforms without involving an alteration in the system of accounting. In connection with the C 1931 no such es, be Cen department

9. Press and Stationery.—Charges debited against the census by the Controller of Stationery for the supply of stationery and by the Government Presses for the printing of forms will be charged for under the existing rules for the recovery of costs from the paying departments and offices of the Government of India (*vide* Department of Industries and Labour letter No. A/78, dated the 4th June 1930.)

The procedure for placing orders and payment of bills will be the same as at the last Census, *i.e.*, orders are to be placed direct with the Mills by each Superintendent of Census Operations and supplies will be made direct, copies of all orders and correspondence with Mills being sent to the Deputy Controller, Stationery, Calcutta to enable him to take action on complaints regarding delay in supply, if any. Payments are also to be made by each Superintendent of Census Operations on bills submitted to him direct.

10. Census charges in Municipalities.—The instructions issued by the Government of India on the subject are contained in the Home Department Resolution Nos. 254-270, dated the 16th August 1910. These instructions were observed on the occasion of the last Census and Local Governments have been requested to issue the necessary orders under section 14 of the Census Act, 1929 (*vide* Department of Education, Health and Lands letter No. 71-L.S.G., dated the 19th April 1930).

Government will bear all charges incurred on railways in connection with Census. In Cantonments Government will supply forms free. Provincial Census Superintendents should endeavour to arrange with the Executive Officers that the Cantonment funds should bear the charges of enumeration. The Government of India has no authority to compel local funds to contribute to the cost of Census, but Local Governments appear to have authority to do so. Cantonment authorities, if tactfully approached, will probably be willing to contribute in the same way as Municipal bodies.

11. Census charges in Indian States.—Certain States take their own Census, compile the results independently, and publish their own Census Reports. In such cases the whole expenditure is met by the States concerned. The Government of India have suggested that as on previous occasions, the other Indian States should meet all charges connected with the actual census taking, including (except in smaller States) the cost of forms, and their share of the cost of the subordinate establishment employed in abstracting and tabulating the results. The charges on account of the salary, etc., of Provincial Superintendents, and their superior establishment, and of printing the Reports and Tables will be met by the Government of India. The matter, however, is one for decision by the Durbar concerned and no demand should be made on account of forms and tabulation charges except in cases where it has been ascertained that it will be willingly complied with.

12. Accounts.—The Auditor General's Rules for the proper classification and record of census expenditure have been given below together with the heads adopted in the Central Demands for Grants. It is necessary, however, to show the accounts in more detail for the information of the Census Commissioner under the 19 headings shown below. An abstract showing the total charges for the Province under these heads should, after they have been verified by the Accountant General, be forwarded monthly to the Census Commissioner, with a note where necessary.

DETAILED HEAD OF ACCOUNTS.

A.—SUPERINTENDENCE.

A. 1.—Pay of officers.

						Rs. a. p.
1.	Pay of officers
X 2.	Deputation allowance of officers
Total A. 1						
				{ Voted
				-
				{ Non-voted.

A. 2.—Pay of Establishments.

3.	Superintendent's office
3a (i)	Pay men of deputed to census duty
3a (ii)	Duty allowance of men on deputation for census
3b	Pay of men without substantive appointments
Total A. 2 voted						..

A. 3.—Allowances, Honoraria, etc.

4.	Travelling and other allowances
4a	Officers
4b	Establishment
4c	Other allowances to establishment
Total A. 3						
				{ Voted
				{ Non-voted

A. 4.—Contingencies.

5a	Office rent
b	Purchase and repair of furniture
c	Stationery
d	Postage and telegram charges
e	Freight
f	Miscellaneous
g	Telephone charges
h	Rewards
i	Hot and cold weather charges
g	Purchase of books and maps
k	Liveries and warm clothing
l	Purchase and repairs of tents
m	Camel gear
n	Other contingencies
Total A. 4 voted						..

B.—ENUMERATION.

B. 1.—*Pay of Establishments.*

6. District office
7. Remuneration of census officers
Total B. 1 voted				

B. 2.—*Allowances, Honoraria, etc.*

8. Travelling allowance
Total B. 2 voted				

B. 3.—*Contingencies.*

9a Stationery
b Postage and telegram charges
c House numbering charges
d Freight
e Miscellaneous
Total B. 3 voted				

C.—ABSTRACTION AND COMPILATION.

C. 1.—*Pay of Establishments.*

10. Correspondence and accounts establishments
10a(i) Pay of men deputed to census duty
10a(ii) Duty allowances of men on deputation for census
10b Pay of men without substantive appointments
11. Menial establishment
12. Working staff including superintendence
(a) Officials
(b) Non-officials
Total C. 1 voted				

C. 2.—*Allowances, Honoraria, etc.*

13. Travelling allowance
Total C. 2 voted				

C. 3.—*Contingencies.*

14. a Office rent
b Purchase and repair of furniture
c Stationery, paper
d Postage and telegram charges
e Freight
f Miscellaneous
g Petty construction
h Hot and cold weather charges
i Livories
j Rewards
Total C. 3 voted..				

D.—MISCELLANEOUS STAFF.

15. Officers
16. Establishment
17. Other allowances

Total D. voted

E.—PRINTING AND OTHER STATIONERY CHARGES.

18. Enumeration..
(i) Printing (a) at Government Presses
(b) at Private Presses
(ii) Other charges
19. Abstraction and Compilation
(i) Printing (a) at Government Presses
(b) at Private Presses
(ii) Other charges

Total E. voted

Total

Total Non-voted

Total Voted

AUDITOR-GENERAL'S RULES FOR THE PROPER CLASSIFICATION AND RECORD OF RECEIPTS AND EXPENDITURE IN CONNECTION WITH THE CENSUS OF 1931.

1. All Census charges should be recorded under the major head "37-Miscellaneous Departments—Statistics—Census". The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Pay and allowances of whole-time officers, as well as the remuneration, if any, granted to part-time officers performing Census work, should be drawn on separate bills and charged direct to the Census grant under "37-Miscellaneous Departments—Census—Central".

3. Travelling allowances of Government servants and others, when travelling on duty connected with the Census operations, should be drawn on separate bills and taken to the census grant under "37-Miscellaneous Departments—Census".

4. Postage and telegraph charges incurred in district and other offices on Census business should be drawn on separate bills and debited against the Census grant.

5. Receipts and recoveries of expenditure in connection with the Census operations, such as sums recovered from Indian States and Municipalities, sale-proceeds of paper and realisations from the sale of articles bought for Census purposes, should be credited as receipts under the minor head "Census" to be opened under the major head "XXVI-Miscellaneous Departments—Statistics".

6. Charges for stationery and for printing work in Government Presses for the Census should be treated as Census expenditure and should not be taken to "46-Stationery and Printing".

7. Separate bills should be submitted for all Census charges, and such charges should not be incorporated in bills containing charges debitable to other heads of account.

8. All bills for contingent expenditure on Census work must be countersigned by the Provincial Superintendent.

The heads in the Central Demands for Grants are as follows :—

A.—Superintendence.

A. 1. Pay of officers	{ Non-voted
			{ Voted
A. 2.—Pay of establishments	Voted
A. 3. Allowances, honoraria, etc.	{ Non-voted
			{ Voted
A. 4. Contingencies	Voted
<i>A. 5. Grants in aid of Contingencies &c.</i>					

B.—Enumeration.

B. 1. Pay of establishments	Voted
B. 2. Allowances, honoraria, etc.	Voted
B. 3. Contingencies	Voted

C.—Abstraction and Compilation.

C. 1. Pay of establishments	Voted
C. 2. Allowances, honoraria, etc.	Voted
C. 3. Contingencies	Voted

D.—Miscellaneous Staff.

D.—Miscellaneous Staff.	Voted
-------------------------	----	----	-------	----	----

E.—Printing and other Stationery charges	Voted
--	----	----	-------	----	----

Total

Non-voted

Voted

CHAPTER III.

TRANSLATION.

1. **General Remarks.**—The translation of the instructions to Enumerators and the forms in the Enumeration Book should be taken in hand at once, so that printing may be finished in ample time to permit of the forms being despatched to the districts by the cheapest route, and the boxes opened and the supply of each kind of forms examined and counted at leisure.

Delay in the distribution of forms not only involves unnecessary trouble at a later stage, when the energies of all concerned should be devoted to actual Census work, but it also means extra expense in sending packages by passenger train; and in extreme cases it interferes with the proper preparation of the Preliminary Record. It also sometimes happens that mistakes are made in the supply which cannot easily be rectified at the last moment.

2. **Character of Translation.**—It is impossible to insist too strongly on the necessity of using the utmost care to secure a clear and unambiguous translation *in colloquial language* which will be readily understood by men of the class from which the Supervisors and Enumerators are drawn. It is extremely unsafe to rely on translations made by the Government Translator, who usually affects a high literary standard. The utmost care must be taken in selecting the right word or expression; and when once the vernacular equivalent of a term has been decided on, it should be used systematically wherever that term occurs. The English version of the rules does not differ much from that of the last Census, but the translations then made should not be accepted until they have been subjected to the most careful scrutiny. Before the vernacular version is finally decided upon it should be sent to selected officers and others for criticism. In some Provinces, where there are marked local differences of dialect, it may sometimes be desirable to print two versions of the forms and instructions, even where the language is nominally the same. Care should be taken that the vernacular translation of the Enumeration Book published in the Vernacular Gazette is that approved by the Provincial Superintendent, and not one independently prepared by the Government Translator.

The Provincial Administration Reports of previous Censuses contain full discussions regarding the suitability of the translation then made and the phrases used. These should be referred to and the suggestions made should be carefully noted.

3. **The Specimen Schedule.**—Experience having proved the great utility of the Specimen Schedule as a means of bringing the instructions home to the Enumerators, the entries on the cover of the Enumeration Book have been arranged so as to leave the last two pages free for this purpose. The Specimen Schedule printed with the English version of the Enumeration Book contains examples that might be useful in a district of Assam. Each Provincial Superintendent should select very carefully his own local examples, so as to illustrate the working of the rules and to obviate the doubts and misunderstandings which would otherwise be likely to arise. Special regard should be

had to difficulties experienced in 1921. In Provinces where local conditions vary, separate Specimen Schedules should be prepared for different parts.

Enumerators are apt to follow to specimen schedule slavishly and care must be taken to give variety to the entries on this account. Thus in Central India it was found in 1911 that the return of Animist Bhils who spoke Bhili was unduly large because the three entries referring to Bhils made them all Animist and Bhili speaking.

The distinctions between the agricultural classes are confusing in many provinces and specimen entries of each of them should be given to this schedule.

CHAPTER IV.

PAPER, PRINTING AND INDENTS.

1. **Paper.**—The paper for General Schedules, Household Schedules and House/Block List is Unbleached Printing, measuring 40"×25" and costing Rs. 7-1-4 per ream of 32 lbs. Each form measures 20"×8½" and each sheet yields six forms.

The paper for the Unemployment Schedule is the same unbleached printing paper as that used for the General Schedule but the size of the Unemployment Schedule is 10"×4½", so that each sheet yields 24 forms.

A ream contains 500 sheets.

The paper for the cover is Double Royal Brown Cartridge measuring 41"×25" and costing Rs. 6-9-0 per ream of 42 lbs. (500 sheets). Each cover measures 41"×8½" (back and front together), giving three such covers to each sheet. The extra inch is to allow for the contents of the book.

These rates are for paper obtained from the Mills specified by the Controller of Printing and Stationery, which supply paper of the quality approved by him after subjecting it to the necessary tests. The supply of this paper is outside the actual quantity of the Government contract, but the conditions of that contract will hold good for packing and despatch and as regards the penal clause for delay in supply or non-compliance with orders, and no extra charge for packing will be allowed.

Orders will be placed direct with the Mills specified by Provincial Superintendents, who have been given the necessary list and rates in the Census Commissioner's Circulars No. 29-Genl. of May 29th and 30th, 1930. Bills will be submitted direct to them and they will make the payments to the Mills.

In case Superintendents of Census Operations are able to obtain suitable paper of the correct size locally at rates which involve an appreciable saving to Government in cost and freight of paper they should send samples of the paper they propose to use instead of that prescribed in the Code to the Controller of Printing and Stationery for examination, and also to the Census Commissioner together with a statement of the cost and of the saving in expense involved.

2. **Printing.**—The forms should be printed locally, if possible, at the Government Press. If there be no Government Press, or if it be unable to undertake the work, it will be necessary, either to employ a private press, or to arrange to have the work done at some other Government Press with the consent of the Government concerned.

In all cases, before any order to print is given, an estimate of the cost should be obtained and reported to the Census Commissioner for approval. In this connection attention is invited to Chapter II, Article 9.

3. In printing the forms, the following points should receive attention—

- (a) The spacing and arrangement of the standard forms must be rigidly followed. The forms constituting enumeration books are on paper of prescribed quality and dimensions. Every other form except the cover will be as far as possible compressed or expanded to make it occupy an exact fraction of a sheet of the above prescribed form. There is no objection to compressing the entries on the first half of the first page of the Cover, if this is necessary in order to provide more space for the 'Instructions to Enumerators'. The entries in columns 1 and 2 of the Enumerator's Abstract can be transferred to the heading of the form if more space is needed for the specimen Schedule.
- (b) The printing should be done 'dry'. Wetting will destroy the 'size', or glaze on the paper, in which case, when written on, the ink will tend to soak through. For the same reason the paper must be stored in a dry place during the rains.
- (c) The whole Cover, back and front, must be printed in one piece. If this is not done a district may get a double supply of one part of the Cover and none of the other.
- (d) The house list should have a double heading " $\frac{\text{House}}{\text{Block}}$ List" and the back should be printed the opposite way to the front to enable the form to be cut in half for small blocks.

4. **Binding.**—At the last Census it was laid down that the Schedules and Block Lists should be sewn into the Covers locally, at the headquarters of Charges or Circles, and this plan was followed in most Provinces and worked well. In Madras, however, the Enumeration Books were bound at the Government Press. The system to be adopted on this occasion must be decided with reference to securing the greatest convenience and the greatest economy of forms.

5. **Indents.**—Indents for the forms in the Enumeration Books (Covers, Schedules and Block Lists) will be prepared on the basis of the final figures for houses and blocks in 1921. Indents on this basis can be sent in as soon as the Provincial Superintendents join their appointments. The number of forms used per hundred houses or Blocks in 1921 varied a good deal in different Provinces and States, and the average of forms used comes out as a rule rather higher than the standard given at last Census which was:—

Covers—120 per 100 Blocks of the last Census ;

Block Lists (including House Lists)—240 per 100 Blocks ;

General Schedules (leaves not pages)—54 per 100 houses.

Subject to the experience of last Census as given in the Administration Report an attempt should be made to work to the above standard. In each case a percentage must be added sufficient to provide for the probable increase in the population during the decade, or in the number of Blocks in areas where they were unduly large at the last Census.

The special attention of Provincial Superintendents is invited to the necessity of indenting for the paper required by them as soon as possible after they join their appointments. The printing should be taken in hand as soon as the paper is received. In one province great inconvenience was experienced at the last Census owing to delays in the supply of paper and in the printing of the forms and urgent action had to be taken at the last moment so as to save the situation.

In estimating the increase of population, allowance should be made for new areas which are to be dealt with at the coming Census. The estimate should be framed on fairly liberal lines, as any surplus supply can be utilised for slips and other purposes later on. The figures showing the number of houses and Blocks at the last Census should be examined to see if they are complete.

To provide for cases where two languages or characters are in use in a district, a certain proportion of the General Schedules might be printed with headings in both languages or characters. In the case of Nagari and Urdu, the one set of headings would be printed at the top of the form and the other set (which run in the opposite direction) at the bottom.

The scale given above includes the specimen forms to be given to Supervisors *vide* Chapter V, Article II. About five per cent. of the total number of forms indented for should be kept in reserve, and the rest distributed direct to the districts.

In Burma the supply of schedules should be 58% of houses, in the first instance. Communications are difficult and in scattered areas there is greater wastage.

6. Despatch of Forms.—In distributing forms care should be taken to send them by the cheapest route. The great bulk of the Covers, House Lists, Block Lists, and General Schedules (say 90 per cent. of the estimated requirements) should be despatched so as to reach the districts (or tahsils, etc., as the case may be) by the end of September. The balance, together with Household Schedules and Boat and Travellers' Tickets and other minor forms, can be supplied after House-numbering has been completed and the exact requirements of each district are known.

Each box in which forms are packed should be numbered and a note made of its contents; and an invoice should be sent to the receiving officer showing the number of forms of each kind which each box contains. Even if all the forms for a district are sent to a single centre, it will usually be desirable to pack the forms for each tahsil or thana in a separate box or boxes.

It will greatly facilitate local distribution if the forms of each kind are tied up by hundreds before they are packed.

CHAPTER V.

CENSUS DIVISIONS AND AGENCY.

1. General Village Register.—The first step necessary in connection with the local arrangements for the Census is the preparation of the General Village Register, *i.e.*, a complete list of all the villages and hamlets in existence in each taluk, tahsil, thana, or whatever the local administrative unit may be, with the number of houses in each village, and the names of persons qualified to act as Supervisors and Enumerators. Without such a register it is impossible to make sure that no villages or hamlets are lost sight of. It is also impossible, without it, to make a satisfactory arrangement of Charges, Circles and Blocks. For this purpose it is necessary to know, not only the number of houses in each village, but also what persons are available to carry out the enumeration. This register should be completed *by the beginning of June* at the latest.

In Provinces where there has been a recent survey, and where there are local revenue establishments, the preparation of the General Village Register is a comparatively simple matter, but elsewhere it is by no means easy to obtain a complete list of all villages and hamlets. Special care is required in areas where cultivation is constantly shifting and village sites are unstable.

2. Form of General Village Register.—The precise form of register will be prescribed locally, but it should conform generally to the following, which has been drafted on a consideration of the forms used in various provinces at the last Census.

Thana [taluk, tahsil or township].

1	2	3	4	5	Proposed number of Blocks.	Persons qualified to A. T. As.				Number of census.		Remarks.
Serial number of village (mauza).	Name of village (mauza).	Number in revenue registers.	Names of all residential villages and hamlets.	Number of houses in each resi- dential village or hamlet..		Supervisors.		Enumerators.		Circle.	Block.	
						Name.	Profes- sion.	Name.	Profes- sion.			
7	8	9 ,	10	11	12	13						

In order to facilitate the formation of Circles and Blocks, the arrangement of villages in this register should be geographical. In the revenue registers there is often some other arrangement, *e.g.*, an alphabetical one, while sometimes there have been transfers of villages from one thana, etc., to another since the number was given. In such cases it is desirable to have an independent numbering of villages for the purpose of this register, but the number in the revenue registers should also be given for reference, and as a means of check.

Where the revenue village is unknown, and the residential village is taken as the Census village, columns 2 and 3 of this register will be omitted. In this case it is desirable to sub-divide column 4 into two parts—(a) name of village and—(b) names of dependent hamlets. Otherwise many hamlets will be treated as villages with the result that there will be wastage of forms and an unnecessary increase in the number of Blocks.

Special attention should be drawn in the instructions regarding the preparation of this register to the definition of house and village and to the class of persons to be entered in columns 7 to 10. Columns 11 and 12 will be filled in when the Charge Register is prepared. They will provide a cross reference to that register and a means of testing its completeness.

In the case of towns it will usually be convenient to show the ward in column 2, and the muhalla, etc., in column 4, column 3 being omitted.

3. Census Maps.—Wherever skeleton maps of tahsils (or thanas, etc.) showing village boundaries are available, the serial numbers of the villages in the General Village Register should be copied in pencil in the areas denoting each village, the number of houses being added in brackets. Charges should be framed at this stage.

Subsequently, when Circles are formed, the boundaries of each Circle should be indicated by a broad red line, and the number of the Circle noted in red ink within the area thus enclosed. Where the tahsil, thana, etc., is sub-divided into two or more Charges, the boundaries of each should be shown by a broad blue line. Each Charge Superintendent and Supervisor should be supplied with a copy of the portion of this map referring to his Charge or Circle. In the case of areas for which skeleton maps, as described above, are not in existence, rough traces should be prepared from the 1-inch survey map.

In cities and large towns maps are almost indispensable. As a rule such places have already been surveyed for municipal purposes, and large scale maps showing at least the masonry buildings are available. These can generally be adapted for Census use. Enumerators in cities and large towns should be given rough sketch maps of their Blocks.

NOTE.—It is generally convenient after the formation of charges to divide each charge roughly into provisional circles (in accordance with administrative boundaries), which can be readjusted if found to contain too many or too few blocks.

4. Formation of Census Divisions—Blocks.—The next step is to settle, the number of Blocks into which each village is to be divided, to group the Block by Circles, and the Circles by Charges. The size of a Block depends on the number of houses of which the Enumerator can carry out the Final Enumeration between 7 P.M. and midnight. Experience has shown that fifty is the largest number he can deal with if the houses are fairly close together. Ordinarily the number should not exceed forty, but this rule must be relaxed where the supply of Enumerators is inadequate. As the village will be the unit of abstraction, care must be taken not to include different villages in the same Block. If two small villages adjoin, and there is only one Enumerator available for them both, they should be numbered as distinct Blocks and a separate Enumeration Book issued for each.

5. Circles.—The Blocks should next be grouped into Supervisors' Circles. The Circles must be of such a size that the Supervisors can exercise effective supervision over all the Enumerators and preliminary
Enumeration. Ordinarily about 10 to 15

may be assigned to each Supervisor. The grouping should be carried out with the aid of the Census map, so that the Circles may be as compact as possible.

Care must be taken that the boundaries of Circles do not overlap the boundaries of administrative units for which separate figures have to be tabulated. For instance, in the United Provinces, it is necessary to ascertain the population of thanas as well as of tahsils. Consequently in forming Circles the thana boundaries must be borne in mind as well as those of the tahsil. It would probably be desirable to show these boundaries on the Census maps before proceeding to demarcate Circles. Similarly in towns parts of different wards should not be included in the same Circle. In the case of large towns, with a population exceeding 20,000 in 1921, the truly urban portion must be kept separate from the portion which is of a rural or suburban character.

6. **Charges.**—A Charge should ordinarily contain about 12,000 houses, but a great deal will depend on the agency available and on the size of the thana, tahsil or other administrative unit. If that unit contains not more than 15,000 houses, it will not be advisable to split it up; but if it is larger than this, it should ordinarily be sub-divided, or an Assistant Charge Superintendent appointed. In no case should a Charge lie partly in one thana, etc., and partly in another. Towns should in all cases be formed into separate Charges. This is necessary for tabulation purposes. There is, however, no objection to the same officer being made Superintendent of two adjoining Charges provided that the total number of houses does not exceed 15,000.

In cities the Charge should correspond, wherever possible, with some existing administrative division, such as a ward, or if that is not convenient, a thana. Except for strong reasons no change should be made in the Census divisions adopted for cities in 1921. It is very important, in cities, to be able to give comparative statistics not only for wards, but also for the smaller areas represented by Census Circles.

All the Charges in a district should be numbered serially. If they are known by names, or a combination of names and numbers, there is a danger of a charge being lost sight of, e.g., when the provisional totals are under preparation.

Census divisions should be formed by the District Census Officer in consultation with the local staff, if possible at the headquarters of the thana or tahsil. Great assistance will usually be derived from the maps and other records of the last Census.

7. **The Charge Register.**—Everything is now ready for the preparation of the Charge Register, or Register of Census divisions. The correct preparation of this register is a matter of the highest importance. It should be completed, at the latest, *by the middle of July*. A separate Register should be opened for each Charge, consisting of as many forms as are required for the record of the Circles in that Charge, each Circle being commenced on a separate page. The following is suggested as a convenient form for this Register, but the precise arrangement adopted will depend on local conditions. It is advisable to have this form (like that of the House list and the general Schedule)

ruled horizontally, as that facilitates not only an accurate estimate of the number of forms required but a check upon their expenditure.

Thana
(or Tahsil, etc.)

Charge No.
Name of charge—
Superintendent.

Circle No.
Name of Supervisor.

1	Name of Village.	2	Serial number of Village in General Village Register.	3	Serial number of Block.	4	Number of houses in Block.	5	Name of Enumerator.	6	Date of completion of House numbering.	7	Date of testing of House numbering by Supervisor.	Preliminary record. Date of				Remarks.	12	
													8	Commencement.	9	Completion.	Testing by			
																	10			Supervisor.

In the first instance only columns 1—5 will be filled in. The entries in columns 3 to 5 should be made in pencil. They will be made in ink after House-numbering, when more accurate figures are available and the persons selected to serve as Enumerators have been finally determined. When finished the Charge Register should be carefully compared with the General Village Register, and columns 11 and 12 of the latter should then be filled in. The Charges should be numbered serially for the whole district, the Circles for the Tahsil, etc., and the Blocks for the Circle or (if preferred) the Tahsil. A space should be left after the entries for each village, to permit of the entry, if necessary, of an additional Block or two later on.

NOTE.—Printed forms should be supplied for this Register, 5 or 6 forms being required for each Circle; see article 11 below.

8. Paragraphs 1 to 7 above lay down the standard procedure for dividing the country into Census divisions and for recording these divisions. In very large areas, including most of the United Provinces, and Central Provinces and parts of the Punjab, the administrative divisions for purposes of revenue and land record will form a natural basis for the Census organization of Charges and Circles, and the officers in charge of these revenue divisions (Inspectors or Kanungos and Patwaris) are immediately available as Charge Superintendents and Supervisors. In such cases a simpler procedure can be adopted. The General Village Register is not necessary, though it is essential to have a clear record at the headquarters of the district showing the details of the Census organization. The proceedings can start with the preparation by the patwaris under the supervision of the Inspector or Kanungo of the Circle Register showing the organization of his Circle. Copies of these circle registers can be compiled

into a Charge Register and copies of the Charge Register can be sent to the headquarters of the Tahsil or Taluq and District as may be considered necessary.

NOTE.—Whichever system is adopted an attempt should be made to devise a single form for the record with the Supervisor and Charge Superintendent so as to save unnecessary printing.

9. Abstract of Charge Register.—As soon as the Charge Register has been completed, and in any case *not later than the beginning of August*, an abstract should be sent to the Provincial Superintendent based on some such form as the following :—

District (or State)

Thana (Tahsil, etc.)

Serial number of charge.	Number of				Average number of			Remarks.
	Villages.	Houses.	Blocks.	Circles.	Houses per Block.	Houses per Circle.	Houses per Charge.	
1	2	3	4	5	6	7	8	9

As already explained, the original supply of forms to be issued for each district should be calculated on the basis of the figures of the last Census, without waiting for this statement. The main object of the return is to enable the Provincial Superintendent to see whether the size of Blocks, etc., is suitable, and to take timely action where any changes in the scheme appear to be called for. It will also enable him to see how far his original estimate of the quantity of form required for the district was adequate, and to arrange for a supplementary supply in cases of marked deficiency. He will ordinarily, however, await the corrected return referred to in Chapter VI, Article 7, before despatching the final consignment of forms.

10. Census Officers—Charge Superintendents.—The Charge Superintendents must always be officials, except in municipalities, where the Chairman may be appointed to this post. The class of officer selected must vary according to local conditions. In most provinces the arrangements made in 1921 were suitable, and should be followed on the present occasion. Charge Superintendents should be appointed *by the end of June*, so that they may assist in the formation of Blocks and Circles, and the selection of the subordinate Census staff. Each Charge Superintendent should be supplied, as soon as it is ready, with a copy of the Charge Register and of the Census map of his Charge.

He should then go carefully over his Charge, examining on the spot the arrangement of Circles and Blocks, and satisfying himself as to the fitness of the persons named as Supervisors and Enumerators. He should report to the District Census Officer any changes which seem desirable *not later than the middle of August*.

NOTE.—In special cases, *e.g.*, where the ordinary work of the Charge Superintendent is unusually heavy, it may be expedient to give him an Assistant Charge Superintendent, but as a rule it is better to avoid dividing the responsibility in this way.

11. Supervisors and Enumerators.—Supervisors should, as far as possible, be officials; patwaris will be found particularly useful; but in Provinces

where there is no local revenue staff it will be necessary to rely largely on private persons. Great care will be necessary in the selection of the latter. They should be men of intelligence and local standing, who can not only master the rules but can also control their Enumerators. The accuracy of the Census record will depend very largely on the class of men employed as Supervisors. In towns Municipal Commissioners may be selected with advantage for this duty. The Enumerators must, necessarily, for the most part, be non-officials.

Schoolmasters, Students of Colleges and the older boys at Schools often make keen and capable Supervisors and Enumerators respectively and if the interest of the local Schoolmaster can be secured the task of instructing the staff is very much simplified. But it has been found that Schoolmasters and students do not work well under Police or petty revenue officials and it is advisable whenever possible to organize charges and circles by departments, Revenue, Education or Police as the case may be, and it is not essential that the circles of a charge organized thus should be contiguous.

Supervisors and Enumerators should be appointed *by the beginning of September* as soon as possible after the receipt of the Charge Superintendent's final recommendations, by a formal letter of appointment issued under the Census Act, which will confer on them the status of public servants and render them liable to penalties if they neglect their work or abuse their position.

The penal clauses of the Census Act should be printed on the back of the parwana of the appointment.

As soon as he is appointed, each Supervisor should go round the boundaries of his Circle with the Supervisors of the adjoining Circles to make sure that there is no misunderstanding regarding their respective jurisdictions. He should be given a copy of the Census map of his Circle, a bound copy of the Enumeration Book containing a form of Block List and five or six General Schedules, a copy of the "Instructions to Supervisors," and a copy of the pages in the Charge Register which refer to his Circle. This last form will constitute his Circle Register. Columns 1 and 2 should be filled up in ink before issue to him and columns 3 to 5 in pencil. The Supervisor will himself make the final entries in these and the remaining columns later on, *vide* Chapter VI, Article 7.

A sufficient number of these forms should be printed in the vernacular to supply (1) as many copies of the Charge Register as are required for the use of the Charge Superintendent and at headquarters and (2) as many copies of the Circle Register as are required for the use of Supervisors, with an allowance for re-writing the Registers where the Census arrangements have been altered.

12. Government Servants and the Census.—It is an accepted principle that all Government servants are bound to assist in the work of taking the Census, when called upon to do so by the Census officers. The Government of India recognize, however, that special reasons may exist for exempting particular officials or classes of officials from this obligation, as, for instance, those who will be on duty on the night of the Census; while the services of others can probably be utilized only to a limited extent, varying according to circumstances. It will be necessary in certain cases that orders should be issued defining the obligations of all the officials concerned.

Local Governments will be requested to draw the attention of all Heads of Department to the principle above explained with a view to the issue by them of suitable orders to the officials serving under them.

At the last Census in most Provinces the courts and other public offices were closed for a few days about the time of the Census in order that the officials employed in them might be able to co-operate. Provincial Superintendents should move their Local Governments to take similar action on the present occasion. The dates for closing should be fixed with reference to the local conditions; but, generally speaking, it may be said that the assistance of extra hands is most needed on the day of the Census, when the Preliminary Records are checked and brought up to date, and on the day following when the Provisional Totals are being compiled.

13. Payment of Census Officers.—Except in very special cases where local men are not obtainable, Supervisors and Enumerators are expected to give their services gratuitously. The principle that Census work is a public duty imposed in the interests of the community has always been enforced and is recognised in the Census Act.

Paid men should never be employed, except where they have to work at a distance from their own houses, and then only with the previous sanction of the Provincial Superintendent. After the Census, Charge Superintendents should report the names of all Supervisors and Enumerators who have worked well, and suitable certificates should be given to them in recognition of their services.

CHAPTER VI.

HOUSE-NUMBERING.

1. **Definition of house.**—The first step is to instruct the Census staff as to what is meant by a house. (See Chapter I, Article 26.) The definition locally adopted may be printed on the back of the letters of appointment of Supervisors, and Enumerators, if there is room. Charge Superintendents should collect their Supervisors at convenient centres and give them a practical training by numbering the houses in a typical village.

2. **House-numbering**—Should be commenced everywhere on the date fixed by the Provincial Superintendent, which should usually be *not later than the middle of October*. The numbers should run in a continuous series throughout the village (or ward). The work should be commenced in each village by the Supervisor in person, and the whole of it must be carried out under his close supervision. The numbers should be given in the order in which it will be most convenient for the Enumerators to go round their Blocks on the night of the final Census. In addition to the ordinary dwelling houses, care must be taken to affix numbers to temples, serais, encampments, mooring *ghats*, and other similar places where anyone is likely to be sleeping on the night of the Census, but to avoid disfiguring buildings or causing annoyance to householders. House-numbering should be completed everywhere *by the 15th November* except where it is specially delayed on account of the Diwali white-washing.

It may be found convenient in some provinces to number the houses at the beginning of operations. In that case regard must be had to the likelihood or otherwise of the numbers being washed out in the rains. It must also be borne in mind that in some provinces numbers are liable to be obliterated by white washing at the Diwali. Care must be taken that if the numbers are put on doors or shutters they must be put both sides so as to be visible whether shut or open.

In Burma some annoyance was caused to persons who kept their house fronts clean or had them painted, and it is suggested that a warning might issue that objectors should provide a small board hung to a nail on which the number could be painted. The same applies to railways, who in one case in 1921 went so far as to remove the obnoxious numbers.

Unnecessary numbering of places no one is likely to sleep in is undesirable as inflating the charge registers and upsetting the division of charges and leading to waste of forms.

In some Provinces the houses are numbered by the village officers and not by the Enumerators.

In some Provinces it has been the practice that houses should be numbered serially for each Block, and not for the whole village. The advantage claimed for this system is that the House List can be stitched in to the Enumeration Book instead of extracts from it being copied into Block Lists. The original House List, however, is certain to get smudged and torn, and a copy would in any case have to be made. Moreover, if houses are numbered by the Block it is very difficult afterwards to make any change in the arrangement of Blocks, *e.g.*, in cases where it is found desirable to appoint an additional Enumerator. This, however, is a matter in which uniformity is not essential, and in some cases, *e.g.*, when hamlets are scattered, it may be convenient to number by the block or hamlet.

3. **Substances used for numbering.**—A variety of substances have been used for numbering houses in different provinces, such as red or yellow ochre, *gab* juice, charcoal mixed with lamp oil or blood, lime, coal-tar, etc. Whatever material is selected should be readily procurable on the spot. Where

huts are made of wattled bamboos a small space should be plastered with mud and the number painted on the plaster. Huts made of interwoven leaves cannot be dealt with thus; and in that case the numbers must be painted on bits of wood or tin, tiles, earthen posts, etc., which can be hung on to the leaves. Paper tickets should not be used.

NOTE.—Red ochre (*geru*), which is regarded as lucky throughout most of India, is probably the best material on the whole, and is said to be cheaper and more lasting even than tar. In the case of ancient monuments, if they are likely to be occupied on the Census night and it is therefore necessary to affix a number to them, care should be taken to do so in such a way that the mark is easily removable afterwards, *e.g.*, by the use of chalk or some other similar substance or in the manner indicated above for *kachcha* huts. The same procedure should be followed in the case of temples and masjids, which are likely to be slept in, when objection is made to painted numbers.

4. **House Lists.**—Concurrently with the numbering of the houses the House Lists should be written up. The necessary forms should be issued to the Supervisors with their letters of appointment. They should be completed by the 15th November.

The House List is in the same form as the Block List and it is not necessary to print separate forms. A double heading—House-/Block—List can be used, the word not wanted being scored out in each case.

5. **Delimitation of Blocks.**—When all the houses have been numbered, the Supervisor should make a final distribution of the houses in each village amongst the Enumerators already appointed. He should note in the Remarks column of his Circle Register (Chapter V, Article 11), the numbers of the first and last houses assigned to each. In the event of the number of houses ascertained by actual counting exceeding the number previously reported to such an extent as to necessitate the employment of additional Enumerators the Supervisors should at once inform his Charge Superintendent, and name the persons he proposes should be appointed. He should also, if necessary, submit proposals for the formation of special Blocks of the kind mentioned in Article 6 below. Each Charge Superintendent must satisfy himself, as far as possible by local inspection, as to the suitability of the arrangements made by the Supervisors under him.

6. **Mooring Ghats.**—In the course of House-numbering the Supervisors should ascertain what camping grounds and mooring *ghats* there are near each village, and decide in what Blocks they are to be included, making a note thereof in the Remarks column of his Circle Register. If the number of boats at any *ghat* on the night of the Census is likely to exceed ten, he should move his Charge Superintendent to have special Enumerators appointed for it, at the rate of one for every twenty boats, and should show it as a separate Block or Blocks in his Circle Register. Camping grounds and *serais* where many travellers are likely to be collected must be similarly dealt with.

7. **Corrected Return of Houses.**—When the arrangement of Blocks has been finally settled, the Supervisor will ink in columns 3 to 7 of his Circle Register and send a copy of columns 1 to 5 to his Charge Superintendent with a note showing the number of Household Schedules required for Europeans and Anglo-Indians. The Charge Superintendent will correct his Charge Register accordingly, and will send to the District Census Officer an Abstract in the form given in Chapter V, Article 9, noting in the Remarks column the number

of Household Schedules required. The latter will compile a revised Abstract for all the thanas (tahsils, etc.) in the District and transmit it *not later than the 15th November* to the Provincial Superintendent, in order to enable him to prepare his final indent for forms. The punctual submission of this corrected return is a matter of very great importance.

8. Testing of House-numbering.—During the whole time that House-numbering is in progress, the Charge Superintendents and other inspecting officers should be constantly on the move, inspecting the work, correcting mistakes, and seeing that no houses are left unnumbered or omitted from the House Lists. Any new house that may be brought to light should be given the number of the house after which it is most convenient that it should be visited on the night of the final Census, with the addition of a letter to distinguish it. It should be entered in the Houses List after the same number.

As new houses are constantly being erected, these inquiries should be continued up to the very day of the Census. The village chaukidars and other local officials should be questioned closely on the subject whenever opportunity occurs. In towns, the town police and chaukidars, the municipal staff of tax collectors, etc., should be called on to report all omissions that may come to their notice. The testing should be specially searching in the case of chars, islands and jungle tracts.

9. Special rule for towns.—In towns where the houses have been numbered by the municipal authorities, the latter should be invited, if necessary, to *correct their scheme of numbering so as to simplify it or bring it up to date*. Where the houses have not yet been numbered it may be advisable to move the municipal authorities to have the Census numbers affixed in some permanent fashion and to adopt them for future use in their assessment lists, etc.

It may be that the municipal system of numbering is not suitable for Census purposes either because of the definition of house on which that numbering is based, or because of the arrangement of numbers. It is often more convenient for Census purposes to number houses by the *mohalla* rather than by the street. This matter should be considered locally. In some provinces the municipal vaccinators can be employed for House-numbering.

CHAPTER VII.

THE PRELIMINARY ENUMERATION.

1. Distribution of forms.—On receipt of the corrected return of houses and Blocks referred to in Chapter VI, Article 7, the District Census Officer will proceed at once to distribute the forms thereby shown to be needed, so far as the number already supplied to him permits. The precise manner of distribution should be settled by the Provincial Superintendent. The following system is suggested as likely to prevent wastage of forms, while leaving a sufficient margin for emergencies :— Each Charge Superintendent to receive 110 Covers and Block Lists per 100 Blocks and 50 General Schedules per 100 houses, the balance of the district supply being kept as a reserve at headquarters. The Charge Superintendent to give to each Supervisor 105 Covers and Block Lists per 100 Blocks and 45 General Schedules per 100 houses, keeping the balance as a local reserve. The Supervisor to give to each Enumerator one Cover and Block List together with one-third as many General Schedules as there are houses in the Block and two extra Schedules as a margin. Any Enumerator finding himself in need of more forms would get them from his Supervisor ; the latter, should his supply be exhausted, would get it replenished by the Charge Superintendent who, in his turn, would apply to the District Census Officer. After the close of the preliminary Enumeration the Supervisors should see that each Enumerator has sufficient forms for the Final Enumeration (see Chapter VIII, Article 2). The counting of forms for distribution should be done very carefully, as otherwise there is sure to be great waste.

Provincial Superintendents will draw up their own instructions regarding the sewing of the Schedules and Block Lists into the Covers. In some Provinces this is done by the Charge Superintendent ; elsewhere by the Supervisor, and elsewhere again by the Enumerator himself. The Supervisor must see that the Descriptive Particulars on the Cover, and the headings of the Block List and the General, and Household, Schedules are correctly filled in.

2. Training the Census Staff.—In order to secure correct entries in the various columns of the Schedule, it is essential that the Supervisor and Enumerators should be very carefully and systematically trained beforehand. It is not sufficient to supply them with printed rules and instructions. The officers engaged in inspecting and testing the House-numbering should take every opportunity of teaching them by practical demonstration what entries are required ; and training centres should be formed at all places where a suitable agency is available. The precise arrangements for imparting the necessary instructions will vary according to local conditions. The great point to remember is that they must filter down from the District Officer to the Enumerators ; the Supervisors must not try to teach the Enumerators until they have first been taught by the Charge Superintendent or some other officer, and the latter again should himself receive instruction before attempting to train his Supervisors.

3. Method of Instruction.—The best way of imparting the necessary knowledge of the rules is by carrying out test enumerations and explaining

the mistakes that thus disclose themselves. A small number of blank Schedules is supplied for this purpose (Chapter V, Article 11). If these prove insufficient, further instruction should be given on plain paper. Too much stress cannot be laid on the great importance of an extended and methodical training of the whole Census Staff.

NOTE.—It is a good plan, in the first place, to distribute to Charge Superintendents a copy of the Instructions to Enumerators and four or five loose General Schedules, and direct them to fill these in personally. The Charge Superintendents should then be collected at convenient centres, and the mistakes which they are found to have made should be pointed out to them. They should then adopt a similar procedure with their Supervisors, but it should be borne in mind that the latter must not be asked to attend at centres far away from their homes. They are for the most part, a volunteer agency; and care must be taken not to cause them unnecessary trouble or inconvenience. In one Province at the Census of 1911 these experimental schedules were sent to the Superintendent of Census who issued a note giving the principal mistakes found in them.

A school black board, or, better, two black boards side by side, will be found very useful. The headings of the schedule having been written on the boards those under instruction may be asked to enumerate one another upon it, the individuals enumerated posing as persons first of one class then of another, and endeavouring to defeat the enumerator.

4. **The Preliminary Enumeration.**—Having been fully posted in their duties as described above, each Enumerator should copy into his Block List all the entries in the House List that relate to houses in his Block. He should commence his first round on a date to be fixed by the Provincial Superintendent, which should usually be *about the 1st of January*. He should visit each house in the order shown in the Block List and enter in his Schedules the necessary particulars for all persons ordinarily living there.

The experience of previous Censuses shows, that, however careful the instructions may have been, the Schedules will be full of erasures and corrections if the Enumerator writes them up directly. The consequent untidiness is apt to be very troublesome at the time of slip-copying, and in most provinces the practice has prevailed of causing the Enumerators to write up rough schedules on ordinary paper before writing up the printed enumeration books. This seems to have worked well enough in some cases, and in some to have been almost a necessity, but it is likely to give rise to a considerable number of errors due to copying, as well as to a high expenditure of stationery. It should not therefore be adopted as a matter of course.

NOTE.—Occasionally the preliminary record, like the house-numbering, is carried out by the village officers, the Enumerators usually accompanying them.

In certain mill villages in Bengal the coolies rent their quarters by the week and commonly change them on Sunday. It was therefore found convenient to have a second preliminary enumeration at the beginning of the week in which the final census day falls.

5. **Testing the Preliminary Record.**—From the commencement of the Preliminary Record until the 26th February the closest supervision should be exercised, not only by the Supervisors and Charge Superintendents, but also by all other officers who can by any means be spared for the purpose. The Preliminary Record should be completed *by the 1st of February* and during the period between that date and the Final Census, special efforts should be made to examine and correct as much as possible of the Enumerators' work. About 95 per cent. of the entries made at the Preliminary Enumeration will be the same as at

the Final Census, so that if this part of the work be accurate, there will be very little room for error in the final returns. The degree of accuracy attained will be in exact proportion to the amount of supervision exercised by superior officers.

6. Manuals for Charge Superintendents and Supervisors.—Manuals of instructions for the use of Charge Superintendents and Supervisors should be drawn up by the Provincial Superintendent. The Manuals issued in 1921 will furnish a useful model. These Manuals should deal with all stages of the work, from the time when the Charge Superintendents and Supervisors respectively are appointed. They should include full instructions for House-numbering, the issue of forms and the binding of Enumeration Books. Great stress should be laid on the necessity for training the Enumerators and testing their work, and for seeing that all Enumerators clearly understand their boundaries, and that no houses or hamlets are lost sight of. The arrangements for getting in the first totals must also be clearly explained, and stress laid on the great importance of promptitude in this matter.

NOTE.—The Manual for Supervisors should be translated into the various Provincial vernaculars, care being taken to see that the same nomenclature is used as in the “Instructions to Enumerators.” The Manuals might contain a list of the mistakes most commonly found in the schedules of the last Census.

7. Supplementary Instructions.—The rules for filling up the Schedule which are printed on the Cover of the Enumeration Book are necessarily somewhat brief. There is a danger, if they are too full, of their remaining unread by the Enumerators, or of important matters being overlooked. The following additional instructions regarding the Preliminary Record should be incorporated in the Manuals for Charge Superintendents and Supervisors.

It has been suggested that the rules should not be printed on the cover but issued separately to the enumerators in a more complete and elaborate form. It is doubtful, however, whether the enumerators would read such instructions and in any case detailed explanations are much more effective if conveyed orally. The printing of the main rules on the cover ensures that the enumerator always has by him the essential instructions, since he cannot carry out the enumeration without his book. There is no objection, however, to the supervisors dictating the Supplementary instructions to their enumerators or, if the Superintendent thinks it advisable, to their issue in a separate sheet or pamphlet to the enumerators.

(1) No entries will be made by the Enumerator for persons to whom Household Schedules are issued. These Schedules should be distributed by the Enumerators two or three days before the Final Census and the fact should be noted in the Block List. They should be collected on the morning of the 27th of February, and bound up in the Enumeration Books before the Enumerator's Abstract is prepared.

(2) Only one line should be left blank after the entries for each house. This line can be used for any additional entry made *before* the Final Enumeration. If there is not room for all the entries of a house on the remaining lines of a page, they should be commenced on that page and continued on the next, the number of the house being repeated in Column 1 and the word ‘continued’ added.

NOTE.—The blank line after the entries for each house should not be filled in at the final enumeration; all additional entries to be made then should be put together at the end of each book where the supervisor can conveniently examine them.

(3) Chaukidars and persons spending the night in shops should be enumerated in the building where they sleep. It is only persons who are employed *out of doors*, such as persons fishing or watching their crops, and policemen on their beats, who are to be treated as present in the house where they live and take their meals.

(4) The answer which each person gives about his religion must be accepted and entered in Column 4, but care must be taken not to enter Jains and Sikhs as Hindus. If a man says that he is Jain or a Sikh, he should be entered as such, even though he also says that he is a Hindu. Some Jains consider that they are Hindus, and others do not; but what it is desired to ascertain at the Census is the total number of Jains, and this cannot be done if some of them are entered under the general head 'Hindu.' Similarly Brahmos and Aryas and Dev Samaj should be recorded as such.

NOTE.—The Enumerator should not ask an illiterate person "what is your religion?" but "Are you a Muslim, Hindu, Sikh, Jain, Buddhist or Christian, etc.?" Ignorant persons often give the name of their caste when asked their religion; but in the case of tribes which are neither Hindu nor Muslim the answer given under "religion" will frequently be the same as that under caste, and correctly so, as their religion will be put down as "Tribal".

Great care should be taken to get a correct return of Christian sects, and to eliminate vague entries such as 'Protestant.' Usually there are only one or two missions at work in a district, and local instructions should be given as to the way in which the adherents of each mission are to be entered.

NOTE.—Experience has shown that the return of *cast* for Indian Christians will be very incomplete unless special precautions are taken beforehand. The co-operation of the heads of the missions at work in each district should be asked for, and they should be requested to take steps to explain to their converts how they should return themselves. The Supervisors and Enumerators should also be carefully instructed as to the caste likely to be met with in their Circles and Blocks. As far as possible the record for all Blocks where Christians are numerous should be prepared by Enumerators of that religion, and should be examined by the Charge Superintendent or other qualified officer, who should satisfy himself that the real *cast* has been entered. In the case of Christians belonging to definite tribes or races, the term "Indian Christian" should not be entered in Column 8, but the tribe to which the individual really belongs.

(5) Eunuchs should be entered in Column 5 as males; so also hermaphrodites (if any).

(6) A woman who has never been married must be shown in Column 6 as unmarried, even though she be a prostitute or concubine but persons who are recognised by custom as married are to be entered as such, even though they have not gone through the proper ceremony, *e.g.*, widows who have taken a second husband by the rite variously known as *jat*, *sagai*, *karao*, *dharewa*, *natra*, *etc.*, or persons living together whose religious or social tenets enjoin or allow cohabitation without preliminary formalities. Divorced persons will be entered as widowed.

(7) Enter the age as it was or will be on the birthday nearest to the date of enumeration, *i.e.*, to the nearest approximate number of years. Zero may be entered for children less than six months and not the number of months, which may be mistaken for years by the abstractors. When the age stated is manifestly absurd the enumerator may use his discretion in amending it.

assist in the work of the family and contribute to its support without actually earning wages should be shown as dependants in column 9 and under subsidiary occupation in column 11. Thus a woman who keeps house for her husband is a dependant and entered as such in column 9, but has the subsidiary occupation, column 11, of house-keeping. Similarly weaving is often an important subsidiary occupation for women dependants in Burma and Assam, and should be entered in column 11, where it may, or may not, have to take the place of house-keeping. Only the most important subsidiary occupation should be given.

(10) Domestic servants must be entered as cook, bhisti, etc., in Column 10 and not in Column 9 as dependants. Persons temporarily out of employ should be shown as following their previous occupation.

Stress must be laid on the importance of avoiding vague words like 'labour' or 'service' or 'shopkeeping'. The Enumerator must enter the exact kind of labour or service, and the nature of the goods sold. In the case of service it is necessary, not merely to distinguish Government service, Indian State service, railway service, municipal service, village service, service in a shop or office, and domestic service, etc., but also to show the exact occupation followed, e.g., in the case of Government service, whether Collector, or Army Officer, or Civil Court Clerk, or Police Inspector, etc. In the case of clerks the occupation of their employer must be shown, e.g., lawyer's clerk. Persons living on agriculture must be distinguished as owners (*i.e.*, non-cultivating), cultivating owners, cultivating tenants (whether the rent is paid in kind or in cash) or agricultural labourers. Where a person cultivates part of his land and sublets part, he should be shown in Column 10 as a cultivator and in Column 11 as a landlord, if he gets the greater part of his income from the land which he cultivates himself, and *vice versa* otherwise. Gardeners and growers of special products, such as *pan*, etc., must be shown separately. Persons whose income is derived from the rent of houses or land in towns should be distinguished from those who derive it from agricultural land.

Wherever large gangs of coolies are employed on earth-work of any kind, special instructions should be given to the Census Staff to enter not only the word "earthwork" but also the nature of the undertaking (railway, road, canal, etc.) in connection with which it is being done.

(11) Where a man has two occupations, the principal one is that on which he relies mainly for his support and from which he gets the major part of his income. A subsidiary occupation should be entered *if followed at any time of the year*. Only one subsidiary occupation (the most important one) should be entered in Column 11.

NOTE.—In cases where a person with private means follows some occupation, that occupation should be entered in Column 9 and the source of this private income in Column 10. It should also be explained to the enumerator staff that replies such as are given to a Magistrate in court by a witness asked his profession are not enough.

(12) In this column only persons working in organised industries will be entered. Thus a carpenter employed by a furniture manufactory will be entered "carpenter" in column 10 and "Furniture Making" in column 12. A village carpenter working at home or a jobbing carpenter working for his own hand must not appear in column 12 at all. Agricultural labourers should only be entered in this column when they are employed in some special branch of

agriculture or other industry involving agriculture incidentally, or when they are employed by some person or company practising agriculture on an extensive scale. In the former case the name of the particular industry will be entered, *e.g.*, “dairy farming”, “horse breeding”, in the latter the entry will be “agriculture”.

(13) The entry of birth-place requires special attention, especially in places where immigrants are numerous, *e.g.*, in big cities like Calcutta, Bombay and Rangoon, the tea gardens of Assam, etc. It is necessary to record the district or State of birth (and not the name of a tahsil or village) and to add the name of the Province in the case of persons born outside the Province of enumeration. It should be considered whether, in special cases where the Enumerators would otherwise make many mistakes, it would not be desirable to supply Charge Superintendents and Supervisors with lists of the Districts and States from which the immigrants chiefly come.

NOTE.—It would be convenient to give in the Manuals for Charge Superintendents and Supervisors an alphabetical list of all the Districts and States in India with the Province and Agency in which they are situated, and of all British Colonies and dependencies, and each country of each continent.

(14) In the case of both Hindi and Urdu speakers ‘Hindusthani’ is the proper entry for this column, but if literate this should be followed in column 16 by the entry ‘Hindi’ or ‘Urdu’ according as the enumerated writes in the one or in the other script.

(15) The entry in column 14 should be that of a man’s genuine mother-tongue as first spoken from the cradle. In column 15 may be entered any other language or languages which are commonly used by the speaker.

(16) A person should not be entered as literate unless he can write a letter to a friend and read the answer to it.

(17) The question is whether the enumerated is familiar with English or not, *i.e.* whether he can write and read a letter in English, as well as speak it.

(18) Care is needed to prevent the entry of persons suffering from leucoderma or white leprosy and other infirmities not falling within the scope of this Column.

CHAPTER VIII.

THE FINAL ENUMERATION OR THE CENSUS.

1. **General.**—The Census itself is the process of checking and correcting the record of the Preliminary Enumeration by striking out the entries relating to persons who have died or gone away and entering the necessary particulars for newly born children and new-comers, so that it shall correspond with the state of facts actually existing on the Census night. It will commence at about 7 *p.m. on the evening of the 26th February* and should be completed, if possible, by midnight. In order to secure reasonable expedition, and to reduce the number of alterations to a minimum, proclamations should be issued some time beforehand asking people to avoid fixing that date for weddings and other social or religious ceremonies, and to stay awake at home with a light burning until the Enumerator has visited them. In selecting the date for the Census, special care must be taken to avoid days known to be propitious for marriages, and the proclamation will therefore cause no inconvenience.

As the final enumeration will take place in Burma on February 24th instead of February 26th the dates 24th and 25th must be read for 26th and 27th as far as Burma is concerned.

Officials should be warned beforehand to give assistance to the Census staff.

While the Final Enumeration is in progress the Supervisors should visit as many of their Enumerators as possible to see that the work is going on satisfactorily. They should pay special attention to Blocks where new entries are likely to be numerous.

3. **The Enumerator's Abstract.**—*On the morning of the 27th February*, the Enumerators of each Circle after collecting any household schedules that may have been issued to persons residing in their blocks, should meet their Supervisor at some place, previously selected by him. The Supervisor should then—

- (1) compare the number of Books produced with the number of Blocks in the Circle and see that he gets a book for every Block ;
- (2) see that the Household Schedules shown by the Block List to have been issued have been duly collected and sewn into the right Book, and that all loose Schedules are accounted for ;
- (3) read every entry made at the Final Enumeration and correct any obvious errors or omissions ;
- (4) have the number of occupied houses and males and females independently added up on separate pieces of paper by the Enumerator of the Block and another Enumerator. If the totals thus

ascertained agree, they may be accepted as correct and entered in the Enumerator's Abstract at the end of the Book. If they differ the Supervisors must check the figures himself.

NOTE.—It has been found that the Household Schedules are often filled in very badly. Such arrangements as are practicable without materially delaying the preparation of the Provisional Totals and the collection and despatch of the Schedules should therefore be made for correcting them after the Census has been taken. The columns in which errors are most likely to occur are those showing religion and occupation. Where the Enumerator is a European or Anglo-Indian he should be instructed, at the time of collecting the Schedules, to examine them with a view to the correction of any obvious errors in consultation with the head of the household. In other places where Europeans and Anglo-Indians are numerous, the necessary examination should be made by the Supervisor, Charge Superintendent or otherwise as may be most convenient locally. In any case, however, the examination must not be allowed to interfere with the prompt despatch of the Provisional Totals and must be completed within two days or three at the outside.

4. **The Circle Summary.**—When all the Enumerators' Abstracts have been completed and found to be correct, the Supervisor should select his two best Enumerators and with their assistance prepare the Circle Summary in the following form, of which the headings and columns 1 and 2 should have been filled in beforehand :—

CIRCLE SUMMARY.

<i>District.</i>	<i>Charge.</i>	<i>Circle.</i>			
Name of village or ward.	Serial Number of Block.	Number of occupied houses.	PERSONS.		
			Males.	Females.	Total.
1	2	3	4	5	6
CIRCLE TOTAL					

NOTE.—Printed forms should be supplied for the Circle Summary, two forms being required for each Circle. The Enumerator's Abstracts should be torn out of the Enumeration Books, arranged in serial order and stitched to the Circle Summary.

He must then arrange all the Enumeration Books of his Circle in the serial order of Blocks ; tie them up neatly, placing on the top a duplicate copy of the Circle Summary and his Circle Register corrected up to the 26th February and personally deliver the packet to his Charge Superintendent at the place previously fixed by him, which should be chosen with special reference to its accessibility from all parts of the Charge. The Charge Superintendent must satisfy himself that a Book has been given up for every Block in the Circle and that the figures shown in each Enumerator's Abstract have been correctly posted in the Circle Summary.

In the case of remote Circles where the above procedure is likely to cause delay, the Supervisor will send his Circle Summary ahead of the Books by the quickest means available to the Charge Superintendent, so that this latter may incorporate the figures in his Charge Summary.

5. The Charge Summary.—The Charge Superintendent must compare each Circle Summary with the Circle Register and with the Enumerators' Abstracts, in order to make sure that no Block has been accidentally omitted, and that the Enumerators' figures have been correctly posted. He must have the totals of each Circle Summary checked independently by two Supervisors, in the manner prescribed for Enumerators' Abstracts. He will then post the totals of the Circle Summaries in his Charge Summary, add them up with the help of his most intelligent Supervisors on the system of double check already referred to, attach to the Charge Summary all the Circle Summaries for the Charge arranged in serial order, and send the entire set of Summaries to the district headquarters by the quickest possible route, which should be settled beforehand by the District Officer.

After despatching the Summaries the Charge Superintendent will look through the entries made in the Schedules at the Final Enumeration and satisfy himself that there are no serious errors or omissions. Should any such come to notice, he will order the Supervisor concerned to have them rectified. This must be done within two days at the outside. When everything appears to be in order, the Charge Superintendent will arrange the Enumeration Books by Circles, give the Supervisors their receipts, and carry out the instructions as to despatching the Books which should be given him beforehand by the District Officer.

NOTE.—The Charge Summary will be in the same form as the Circle Summary, omitting Column 1 and the word Circle in the general heading, and substituting the word 'Circle' for 'Block' in the heading of Column 2. As a precaution against omissions the circle numbers must be entered beforehand in Column 1 of the Charge Summary.

6. The Provisional Totals.—On receiving the Charge Summaries, the District Census Officer should at once have them compared with the Circle Register and Circle Summaries to see that the latter have been correctly posted and that no Circle has been omitted. The addition of each Summary must be carefully checked. The figures for each charge should then be posted in a Summary for the District, care being taken that no Charge is omitted and that the figures entered are those showing the grand total for each Charge and not merely that of one page of the Charge Summary. Special care must be taken to include the figures for cantonments, railways, boats, factories, mills, etc.

The Totals should be made up by two clerks working independently. When they have been examined and passed as correct, the result should be reported by telegraph *in words* to the Census Commissioner, and to the Provincial Superintendent, thus :—

District....., Houses....., Males.....; Females.....,
Total.....

The District Census Officer will be held specially responsible for the accuracy of the figures telegraphed. If the above instructions are carefully followed there should be no room for error.

The registered telegraphic address of the Census Commissioner for India is Censicommr, and that of the Provincial Superintendents, Census Bengal, Census Madras, etc.

At previous Censuses mistakes in the Provisional Totals have been due, not so much to errors on the part of the Enumerators as to (a) omissions of entire units, such as Circles or Blocks, (b) incorrect totalling by Supervisors and Charge Superintendents, (c) the posting in

the District Summary of the figures at bottom of the first pages of the Charge Summary instead of the grand total. Special precautions must be taken to prevent the occurrence of such mistakes.

In Provinces where the sub-divisional system is highly developed there is no objection to the Sub-divisional Officer's collecting the Charge Summaries relating to his Sub-division and telegraphing his Sub-divisional total to the District Officer should this procedure be considered more expeditious.

7. Provisional Totals of Cities.—The provisional Totals of Cities (including cantonments attached to them) should be reported like those of districts. Where a City is not a Presidency Town, its population must also be included in the population of the district in which it is situated. The facts of its inclusion should be expressly stated in the telegram.

8. Publication of results.—The totals of each District, with the name of the district officer, will be published on receipt of the telegram referred to in Article 6. Provincial Superintendents are requested to send to the Census Commissioner during January 1931 lists of Districts with the names of the District Officers. In Rajputana and Central India the names of the Census Superintendents of the individual States should be reported. If judicious arrangements are made everywhere, and remote areas are dealt with in the manner prescribed in Article 9, the District telegrams are to reach the Census Commissioner within a week of the Census at the latest.

9. Remote Areas.—In order that the publication of the general total may not be delayed owing to defective local arrangements, Provincial Superintendents should call upon all District officers to issue precise instructions to each Charge Superintendent and Supervisor, regarding the manner in which he is to collect and send on the figures, so as to ensure the greatest possible expedition. They should submit to the Provincial Superintendent a concise note showing the arrangements made by them. They should at the same time report what parts, if any, of their districts are so situated that there is a danger of the Charge or Circle Summaries not reaching headquarters in time for the district totals to be telegraphed to the Census Commissioner and the Provincial Superintendent by the *5th March*. In such areas the Supervisors should be supplied with two copies of the Circle Summary, and should be instructed to fill up one copy on the completion of the Preliminary Record and to send it to the Charge Superintendent who will prepare a similar Summary for his Charge and forward a copy of it to the District Officer. *If the final Summaries for any Circle or Charge are not received in time to be included in the district total, the totals of the Preliminary Summaries may be made use of by the Charge Superintendent or District Officer as the case may be.*

NOTE.—In Districts where there is likely to be temporary migration for crop cutting, etc., on a considerable scale between the Preliminary Enumeration and Final Census (as in parts of the Central Provinces), Summaries based on the Preliminary Record should be prepared for all Charges and Circles in the District. The figures thus obtained will enable the effect of such migration to be allowed for in connection with the vital Statistics of the District, *e.g.*, they will furnish an explanation of an apparently high death rate, calculated on the final figures, in a tract where, at the time of the Census, a large proportion of the normal population is absent elsewhere.

4. **Plantations, Mines and Factories.**—A special procedure for the enumeration of tea gardens, factories, mines, etc., is given in Appendix III. There is, however, no objection to the District Officer making his own arrangements for the enumeration of such places if, in the opinion of the Provincial Superintendent, it is more convenient that he should do so, but it is essential that Managers should have an opportunity of nominating supervisors and enumerators on their estates. Where the procedure in Appendix III is followed, it will be necessary to depute one or more officers to inspect the arrangements made by the Manager and see that the Supervisors and Enumerators understand exactly what they have to do.

5. **Ports and River and Marine Steamers.**—The arrangements to be made for the Census of Ports and inland lines of steamers and of sea-going vessels are detailed in Appendices IV, V and VI. The Provincial Superintendent should obtain from District Officers a list of all lines whose steamers pass through their Districts. District Officers should make special Blocks for all steamer landing-stages including stationary flats, and the Enumerators of such Blocks who will usually be employes of the Steamer Company, will be responsible for the collection and transmission of the Enumeration Books of steamers arriving at such stages on the morning after the Census. For all local steamers Enumerators will be appointed by District Officers. If it can be arranged for them to be moored at some *ghat* on the afternoon of the 26th February a convenient plan would be to cause the Block, or special *ghat*, Enumerator to prepare the Preliminary Record during the afternoon and correct it, if necessary, during his final round in the evening. If any difficulty is anticipated in connection with the Census of Ports or Inland steamers, the Local Government should be moved to frame Rules having the force of law under Section 15(2) (b) of the Census Act.

6. **Boats.**—A list of all places where boats are likely to be moored, with the number of occupied boats likely to be found at each on the night of the 26th February should be prepared by each Supervisor in the course of House-numbering and submitted to his Charge Superintendent, who should test it very carefully, in order to make sure that there are no omissions.

7. Where the number of occupied boats likely to be moored, at any *ghat* is less than ten, the *ghat* may be numbered as a house and included in the adjacent village Block.

8. Large *ghats* should be formed into separate Blocks under special Enumerators, who should be selected and trained with special care, as all the entries will have to be made on the evening of the 26th February and cannot be tested as in ordinary Blocks. One Enumerator should be allowed for every twenty boats. Government employes on canals and at toll, salt pass and traffic registering stations should be engaged in this work whenever possible.

9. To secure the enumeration of boats that are not moored at any *ghat* on the night of the 26th February the *ghat* Enumerators will have to continue their labours for some time after that date. In the case of the smaller rivers it will

suffice if they remain at their posts until nightfall on the 27th February and enumerate the persons on all boats which may arrive there, or which are being towed up stream, and have not already been enumerated, either in their boats or ashore. But on the larger rivers, when the wind is favourable, boats often pursue their course for several days without coming to the bank. Here greater precautions will have to be taken, and the Enumerators should be instructed to visit their *ghats* on the day following the Census, at the times when the river population usually take their meals, *i.e.*, in the early morning, at noon and after dark, and to enumerate all persons who have not already been counted elsewhere.

NOTE.—Boats working up-stream are usually moored at *chars* where the water is shallow, and not near the permanent villages on the high bank of the river. This should be remembered when selecting enumeration stations on the large rivers.

10. As a further precaution, on the largest rivers, patrol boats should be stationed at selected points about 50 miles apart to intercept boats that do not come to

Patrols.

the bank. This precaution is unnecessary in tidal waters, as boats are moored to the bank, while the tide is ebbing.

Expenditure under this head may be reduced by selecting as patrol stations places where police or railway launches, or forest, ferry, traffic registration, *etc.*, boats are available. Three boats are usually needed—one near each bank and one to remain in mid-stream. A constable might with advantage be deputed to support the Enumerator of the mid-stream boat, but he should be warned not to interfere unless called on to do so by the Enumerator.

11. Whenever a boat is enumerated, the Enumerator should give each Travellers' tickets. person on the boat a traveller's ticket and tell him to preserve it as a safeguard against double enumeration.

12. Where a river divides two districts, the boats enumerated from the Division of boat population. bank will be considered to belong to the district in which they are enumerated. The population of boats enumerated in mid-stream should be divided by arrangement between the District Officers. One district might take the population of boats going up and the other that of boat going down stream. Two Enumeration Books would in this case be supplied, one for each District.

13. Fairs and religious assemblages.—It should be ascertained beforehand whether any fairs religious assemblages or important marriage festivals will be in progress on the night of the Census, and special arrangements should be made where necessary. If the numbers are large, special Enumerators should be appointed at the rate of one for every 150 persons or less; and traveller's tickets should be given to each person as enumerated to prevent him from being counted twice over.

NOTE.—In order that none of these gatherings may be overlooked, the officers in charge of Police Stations should be called on to submit not later than the 15th January a list of all such assemblages which are likely to occur in their jurisdiction. A list of all assemblages at which more than 500 persons are expected to attend should be sent to the Provincial Superintendent with a note showing the special arrangements which have been made for their enumeration.

14. Pilgrims.—The only persons likely to be on the move in any numbers are pilgrims. Having ascertained their movements, as in the preceding article, arrangements should be made to enumerate them at the *serais*, camping grounds, etc., where they are likely to halt for the night.

15. Carters, etc.—On to main roads, where it is the practice for carts to travel through the night, stations should be selected at which persons may be enumerated as they pass. Literate constables are the best agency for this work. Tickets should be issued, as in Article 13, to prevent double enumeration.

In the case of the less frequented roads the Block Enumerators will deal with any wayfarers they may meet with; travellers' tickets will not be required.

16. Touring Officials.—Arrangements should be made for the enumeration of the camps of all officials on tour in the District on the night of the 26th February, and of travellers in Dak Bungalows, etc. The Schedules used for them should be sewn into the Enumeration Book of the Block in which they are enumerated.

17. Wood-cutters.—The Census of wood-cutters and other persons in forest reserves will be taken by the forest staff. The procedure will vary according to circumstances. Ordinarily it will suffice to direct all persons working in forests to assemble *on the afternoon of the 26th February* at previously notified centres, where they will be enumerated by the Forest Ranger or other officer selected. In special cases (such as that of the Bengal Sunderbans) more elaborate arrangements will be necessary.

18. Police Stations, etc.—The Census of all persons present in police lines and police stations will be taken under the orders of the Superintendent of Police, who will select the Enumerators. Each police station, etc., will be treated as a separate Block (or Blocks) of the Circle in which it lies. The usual system will be followed for preparing the Enumerators' Abstracts and for making them and the Enumeration Books over to the Supervisor of the Circle.

19. Jails.—Each jail and lock-up should be formed into a separate Block or Blocks. The enumeration will be carried out under the orders of the officer in charge, to whom the necessary forms and instructions should be supplied.

20. The enumeration will include all classes of prisoners and all jail officers and their families who reside within the precincts of the jail. It will also include police on duty as jail guards, if they sleep and take their meals within the precincts of the jail; otherwise they will be enumerated as part of the district police. Each ward, or other occupied building which has a separate independent entrance, should be numbered as a house.

21. The Preliminary Enumeration will be commenced on the 15th and completed by the 20th February. Prisoners who will be released before the 26th February should not be entered. In column 10 of the Schedule,

prisoners should be classed as convicts, under-trial, or civil prisoners. Their previous occupation should not be shown and column 9 should be left blank.

22. The Final Enumeration should be commenced at lock-up time on the 26th February. Every prisoner should be called by his name as he enters his sleeping ward, and the fact of his entry in the Enumeration Book verified. Prisoners received after the preparation of the Preliminary Record should be entered, and those no longer present should be struck out. After all the prisoners have been dealt with, the Final Census of the jail officials and their families should be taken.

Final Enumeration.

23. **Hospitals, Leper and Lunatic Asylums.**—The Census of hospitals and of leper and lunatic asylums should be carried out by the officer in charge on the same principles as the Census of jails. Patients in asylums should be shown in column 9 as "dependent" in column 10 of the schedule as "inmate of leper (or lunatic) asylum". For patients in hospital the occupation last followed should be entered.

NOTE.—Where provincial figures are desired to show the natural distribution of lunatics, etc., throughout the different areas of a given province the officer-in-charge should be asked by the Census Superintendent to send a complete list of the inmates with the birth-place, sex and age of each direct to the Census Superintendent in addition to preparing the usual enumeration list.

24. **Rice Mill coolies in Burma.**—Special arrangements must be made for the Census of the large numbers of immigrant coolies, mostly Tamils and Telugus from Madras, who come to Rangoon, Akyab, Moulmein and Bassein to work in the rice mills and at handling cargo. On previous occasions the method that proved most successful was to treat each maistry and his gang as a small Block. The Enumeration Book was written out by the clerks of the firm employing the maistry, and was checked by the Supervisor a few days before the Census was taken. The maistry was held responsible for his men; and if he left his first employer and went to another mill, he took his book with him and produced it and his men on the night of the Census.

NOTE.—Special care is needed to obtain correct entries for these Indian immigrants in the Caste and Birth-place columns.

25. **Wandering Tribes.**—It is difficult to lay down any general rule for the Census of wandering tribes. Tribes under police surveillance should be enumerated by the police, arrangements being made to follow their movements from thana to thana and to send out the necessary forms. If possible, the camp should be kept stationary for a few days before the 26th February. For tribes not under surveillance special arrangements should be made. All wandering tribes should be included in the population of the village in which they are encamped.

26. **Areas affected by plague.**—Special arrangements will have to be made in places where plague is prevalent and the people have betaken themselves to temporary dwellings at some distance from their permanent homes. The precise procedure to be followed will vary according to local conditions.

As a rule plague is worst in large towns and villages and there will usually be a supply of literate persons available for extra enumerators. In cases where a town or village has been in whole or part evacuated on account of plague, the existing circles and blocks should be retained, new blocks being formed to deal with the scattered population. Blocks will have to be formed in the encampments and extra enumerators nominated. Scattered houses must be numbered and included in existing blocks or formed into new blocks, care being

taken that enumerators are not given impossible distances to travel. The existing serial number of blocks should not be disturbed and blocks of temporary huts might be given the same serial number as the last block number in the village with a sub-number to distinguish them. From the 15th December a scheme should be worked out for all areas in which plague has broken out and house numbering of plague camps should begin from the 1st January. Charge Superintendents should visit in January every town and village in which plague has broken out to see that proper arrangements have been made.

27. Household Schedules.—As noted elsewhere household schedules should be used very sparingly and wherever possible European or Anglo-Indian enumerators should be employed instead. Where their use on a large scale is unavoidable the work of distribution and collection should, as far as possible, be delegated to Europeans, who should be enjoined to take special care to ascertain whether a house contains more than one family, and in that case to leave a special schedule for each. A separate printed notice should be attached to each schedule requesting the head of the family to fill it in on the night of the Census and give it to his bearer or other servant, with instructions to make it over to the Enumerator when he calls next morning. In the case of clubs and hotels, the Enumerator should compare the schedules given to him with the list of residents in order to make sure that no one has been omitted.

28. Non-synchronous Tracts.—In almost all provinces there are areas in which the standard procedure cannot be carried out in its entirety. Usually the only difference is that the final revision of the record cannot be effected on the night of the Census. In such cases it should be considered whether the revision can be made during the day-time, either on the afternoon preceding, or the morning following, the Census night. If this is impossible, the final revision must be dispensed with altogether. In that case, the Preliminary (which is also the Final) Record should be completed at least a fortnight before the date of the Census, so as to permit of adequate testing by Supervisors and to enable the Provisional Totals to be completed in time to avoid all risk of the District figures being delayed.

The few cases in which a further departure from the general arrangements is unavoidably necessary (*e.g.*, in parts of Baluchistan and the Andamans Islands) will be dealt with under special orders.

NOTE.—Where the final revision is carried out by day, this should ordinarily be done on the morning of the 27th February, with reference to the state of things on the previous evening. In that case the Census is in fact synchronous. But sometimes the people are so much on the move in the morning that it is difficult for the Enumerators to get hold of them; and in such cases the final revision should be carried out on the afternoon of the 26th February.

29. Preservation of Records.—After the Census has been taken, careful arrangements should be made for the preservation of all important district Census records such as the General Village Register, the Circle List, Census maps and important orders issued by the District Census Officer. Each District Officer should send to the Provincial Superintendent particulars of the record-room rack, etc., on which those papers have been stored, together with Record Keeper's receipt for them. These particulars and receipts should be carefully preserved amongst the Provincial Superintendent's own papers and the latter must be carefully arranged and deposited in some safe place, usually the Secretariat record room, which should be specified in the Administrative Volume, where the Records should be definitely made over to the custody of some permanent official who can be held responsible for their proper preservation.

APPENDIX I.

CENSUS OF RAILWAYS.*

General.—The Census of persons in railway areas, *i.e.*:—

A.—Persons residing on railway premises, and

B.—Persons travelling by railway on the night of the Census, will be carried out under the general direction of the Civil authorities as part of the District Census Operations in each British Province and State ; the local railway officers co-operating with the District or State Officers and supplying, when necessary; the staff of Supervisors and Enumerators required for the enumeration of the railway colonies and settlements, railway stations and the travelling public. The provisions of the Provincial Census Codes dealing with the definition of Census terms, the description of the Census Enumeration Book, the organization of Census divisions, House-numbering, the instructions to the staff, the Preliminary and Final Enumeration and the collection and despatch of the Provisional Totals will be applicable to the Census of railway areas subject to any modification necessitated by the following additional rules.

2. Definition of Railway Premises.—Railway premises includes a railway station within distant signals, a workshop, a colliery, a steamer ghat and all other premises within railway boundaries, on which permanent or temporary employes of the railway reside.

3. Appointment of a Railway Officer to co-operate with the District or State Authority.—The Agent or Manager of each railway line will send to the Superintendent of Census Operations of each Province, Agency or State through which the line or a portion of the same passes not later than the 1st September 1930, a list of railway stations and other railway premises in each Civil District or State together with the name and designation of the local Railway Officer (preferably the District Traffic Superintendent or some other officer of that standing) who is nominated to assist each District or State Officer in the organization of the railway Census of the district or State.

4. Duties of such Railway Officer.—The local Railway Officer so nominated by the railway authorities under the previous rule will co-operate with the District Magistrates and the Census Officers of the districts and States lying within his jurisdiction in regard to the Census arrangements of the railway areas in these districts and States and will furnish the District Magistrate or State Census Officer with any information the latter may require regarding such railway areas and the persons suitable to be appointed as Charge Superintendents, Supervisors or Enumerators.

A.—PERSONS RESIDING ON RAILWAY PREMISES.

5. Organization of Railway Premises into Census Divisions.—The organisation of the railway premises into Charges, Circles and Blocks will be undertaken by the District Magistrate or State Census Officer in co-operation

*Home Department Notification No. F. 45/6/30-Public, dated the 9th June 1930.
H13CC

with the local railway authorities. Large railway stations or settlements will form a Census Charge in themselves with the chief railway officer of the centre as Charge Superintendent who would correspond direct with the District or State Census Officer. Care must be taken that no railway charge extends over more than one civil district or State. The ordinary railway, settlement or station will be included in the civil Census charge in which it lies, the Supervisor being generally the local station master who would work under the direction of the civil Charge Superintendent of the Charge in which his Circle lies. Signalmen, gangmen or gateman living in small houses or huts, whether within or without the railway fences, will be included either in the nearest railway station Block or in one of the Blocks of the nearest village or town and enumerated along with the ordinary population of that Block.

NOTE.—Care must be taken in house-numbering not to irritate the Railway authorities by unnecessary disfigurement of their premises, and the numbering should be done in consultation with the District Traffic Superintendent, Station Master or other local railway officer. The railway numbers are not generally suitable for census purposes as they bear no reference to the numbers of census blocks and include structures which cannot be inhabited and should not be treated as dwelling places.

6. Registers and Forms.—The railway Charges, Circles and Blocks will be entered up in the ordinary Charge Registers and Circle Registers of the district or State. The number of enumeration forms required will be included in the abstracts that are sent up from time to time under the provisions of the Census Code or in supplementary abstracts.

7. Appointment and Training of Census Officers.—Charge Superintendents (of purely railway Charges), Supervisors and Enumerators will ordinarily be employes of the railway residing in or near the areas with which they have to deal. They should be selected by the local railway authority but their formal appointment will be made under the signature of the District Magistrate or State Census Officer. Arrangements must be made to give them a thorough training in their duties and to supply them with the necessary rules.

B.—PERSONS TRAVELLING BY RAILWAY.

8. Platform Enumeration.—An official called the Platform Enumerator should be told off at each station, to enumerate all persons taking tickets at that station, or alighting from a train during the night of the 26th February 1931 in India and the night of the 24th February 1931 in Burma. Persons about to travel usually arrive at a station some time before their train is due; and they should, so far as possible, be enumerated by the Platform Enumerator before they enter the train unless they can show that they have already been enumerated. Each person so enumerated should be provided with a Pass to prevent his being counted again. Platform enumeration should commence at 7 P.M. and continue till 6 A.M., the hour at which train enumeration takes place.

All persons alighting from a train should be asked if they have been enumerated already, and, if they produce Passes or otherwise satisfy him that they have been, the Enumerator should let them go. He should fill up *all the*

columns in the Schedule for each person who has not already been enumerated and give him a Pass, telling him to show it to any Enumerator who may wish to count him again.

NOTE I.—In asking persons if they have already been enumerated, it should be made clear that the final Census, and not the Preliminary Enumeration, is referred to.

NOTE II.—The railway staff at work in the station during the night of the Census will be regarded as present in their homes and will not be enumerated by the Platform Enumerator.

NOTE III.—In the case of large termini, at which it is difficult or impossible to enumerate persons alighting from a train, when their tickets have already been taken and there is no barrier, train enumeration should take place at some previous station, preferably that at which the passenger tickets are collected. Some delay may be avoided by arranging that the enumerators should board the train at a previous station and enumerate, as many persons as possible before the halting place is reached, omitting passengers bound only for stations before the halting place, who will be enumerated by the platform enumerators where they alight.

As only final enumeration is possible for platforms and trains the enumerators have to be carefully trained and instructed.

9. Train Enumeration : Civil population.—On the evening of the 26th February 1931 in India and the evening of the 24th February 1931 in Burma, the guard in charge of the train should distribute Household Schedules to all first and second class passengers and to all Europeans and Anglo-Indians travelling intermediate or third class, and request them to fill them in and give them up at any station at which they may alight during the night, or (if they do not alight) keep them till they are collected in the morning. The rest of the persons in the train will be enumerated on General Schedules as noted below.

All passengers who cannot produce Passes, and who do not appear to have been enumerated anywhere else must be counted at some station at which the train can be stopped at or about 6 A.M. on the 27th February 1931 in India and the 25th February 1931 in Burma by one or more Train Enumerators selected from the local railway staff. A place should be chosen where the train can be timed to stop for a sufficient period, which should, if necessary, be slightly prolonged. Where the local staff is insufficient for the speedy enumeration of passengers at this halt, a few clerks should be sent temporarily from another station. Each compartment should remain locked until the enumeration of the persons in it has been completed. Passes need not be given on this occasion.

The Household Schedules given the evening before to first and second class passengers and others who have not alighted during the night should at the same time be collected and examined by an intelligent official, who should fill up the form for those who have omitted, or are unable, to do so for themselves. He should see that the schedules thus collected are securely stitched into a Cover together with the General Schedule for the other passengers, thus forming a compact Enumeration Book for the train.

10. Train Enumeration: Troops.—Troops travelling by rail on the night of the Census will be enumerated by their officers, and the return separately sent in, in accordance with the rules issued with the Home Department Notification No. F. 45/18/29-Pub., dated the 9th June 1930. But the Indian ser-

vants and followers travelling with them will be enumerated with the rest of the persons in the train, unless they have already been preliminarily enumerated and are accompanied by the forms then filled in, in which case their final enumeration will be carried out by the Officer Commanding troops to which they are attached.

11. Provisional Totals.—The Platform Enumeration and Train Enumeration should be treated as constituting separate Blocks of the Circle (station) at which the enumeration takes place. That is to say, the Enumeration Books containing the result of such enumeration should be included in the Census records of the Circle under the heading "Platform Enumeration" or "Train Enumeration," as the case may be. The Supervisor of the Circle should have the Enumerators' Abstracts prepared, showing the population of these special blocks, and should include the figures in his Circle Summary.

12. Expenses.—The necessary forms will be supplied by Government. The agency employed will consist chiefly of officials attached to the railway, who will not ordinarily receive any special remuneration for their services. Government will bear all charges in connection with the compilation of the results.

C.—SPECIAL ARRANGEMENTS.

13. Lines under Construction.—Arrangements for the Census of camps and collections of coolies on lines under construction will be made by the District Census Officer with the Engineer or other Railway Officer in charge of the work. The camp will be divided up into Circles or Blocks and the Supervisor and Enumerators selected in consultation with the Railway Officer in charge.

14. Ballast Trains.—Ballast trains are usually stabled for the night in or near some station. The guard should be made responsible for the enumeration and his train should form an extra Block of the station concerned. The record for these coolies should be prepared during the day time on the date of the Census and revised after dark.

APPENDIX II.

CENSUS OF CANTONMENTS AND OF TROOPS ON THE MARCH AND ELSEWHERE.*

PART I.

Preliminary.

1. The Civil Census Authority shall, not later than July 1st, 1930, direct the Officer Commanding the Station to make arrangements for the Census.
Civil authorities to direct census.

2. The Officer Commanding the Station, upon receiving the direction referred to in rule 1, shall, not later than September 1st, 1930, prepare a map of the Demarcation of strictly military area. Cantonment demarcating the strictly military area therein, and shall send a copy of the map to the Executive Officer of the Cantonment or to such person as the Executive Officer may, with the approval of the Officer Commanding the Station, appoint to perform census duties.

PART II.

Census of Cantonments outside the strictly military area.

3. (1) The Executive Officer of the Cantonment, or the person appointed by him under rule 2, shall take the census and be the Charge Superintendent of the part of the Cantonment not comprised in the strictly military area demarcated under rule 2.
Census outside the strictly military area.

(2) He shall take the census under and in accordance with the directions of the Civil Census Authority.

PART III.

Census of the strictly military area in Cantonments.

4. The Officer Commanding the Station, or such officer as he may appoint in this behalf, shall be the Charge Superintendent of the strictly military area in the Cantonment demarcated under rule 2.
Charge Superintendent.

NOTE I.—The Charge Superintendent is an officer exercising general supervision over the Census operations within the area for which he is responsible.

NOTE II.—Local Governments will, wherever possible, place an European District Officer in direct communication with the Charge Superintendent for the purpose of giving advice and securing uniformity and punctuality in the arrangements for the Census.

5. (1) The census shall include all persons of whatever age, sex or profession who on the night of the 26th February 1931 in India and the night of the 24th February 1931 in Burma are residing within the strictly military area, even though they may be absent for a few hours during that night on night-duty. It shall also include the persons referred to in rule 11.
Census, whom to include.

*Home Department Notification No. F. 45/18/1929-Public, dated the 9th June 1930.

(2) Throughout the enumeration the military and civil population shall be kept distinct and distinguishable in the enumeration books.

NOTE.—The test of distinction between the military and civil population shall be liability to military law *e.g.*, trial by court-martial for an offence to the prejudice of good order and military discipline.

(3) Houses, within the strictly military area shall not be numbered.

6. (1) The Charge Superintendent shall, not later than the 14th of February 1931 appoint two Census Supervisors for each unit and as many Enumerators as he may consider desirable.

(2) The Census Supervisors shall be persons conversant with the vernacular language in which the census records will be prepared for the Indians within their sphere of duty.

NOTE.—A Census Supervisor is an officer exercising immediate control over the Enumerators within the area, or for the unit, for which he is responsible.

(3) The Enumerators shall, so far as possible, be appointed from the units to be enumerated by them. Enumerators for Indian Camp followers and servants shall be Indians possessing the necessary knowledge as to language and customs for filling in the returns.

NOTE.—An enumerator is a person responsible for filling in the Census-Schedules for a specified area or number of persons, not ordinarily exceeding 50. Non-Commissioned Officers of the units concerned will generally be appointed as enumerators. The regimental *munshi* or an Indian Commissariat official might suitably be appointed enumerator for Indian followers and servants.

(4) Census Supervisors and Enumerators shall act under and in accordance with the directions of the Charge Superintendent.

7. The preliminary enumeration shall be held not later than the 19th February 1931 in India and the 17th of February 1931 in Burma.

NOTE.—Enumeration books should be filled in as far as possible on the day before the preliminary enumeration by the regimental clerks from their office records.

8. The final enumeration shall be held as late as possible on the evening of the 26th February 1931 in India and as late as possible on the evening of the 24th February 1931 in Burma.

9. (1) Both the preliminary and the final enumeration of the military population shall be held on a parade at which units shall be simultaneously but separately paraded.

(2) A simultaneous enumeration of persons not on parade shall be held.

NOTE.—It is advisable, in order to prevent mistakes and double enumeration, that Officers Commanding Units should, before both the preliminary and final enumeration, have their lines cleared of persons not liable to enumeration with their units.

At the beginning of both the preliminary and final enumeration parades a squad should be detailed from each unit. This squad shall be enumerated before the rest of the unit and then proceed to the lines of its unit and remove therefrom all persons not liable to enumeration within the unit, *i.e.*, persons not connected with the unit. Such persons should be directed to proceed to the place where they belong in order that they may be enumerated there.

While this squad is assisting one of the Census Supervisors of the unit to enumerate all persons in the lines of the unit not on parade, *e.g.*, wives, families and sick men, the enumeration of the unit on parade shall proceed under the directions of the other Census Supervisor. The speed of this enumeration will depend very largely on the degree of completeness and accuracy to which the schedules have been previously written up from the regimental books.

10. (1) Both the preliminary and final enumeration of troops on the march or travelling by train shall be held as nearly as possible in the manner provided by these rules for cantonments.

(2) When the preliminary enumeration of troops is held when they are on the march, it shall be held at a parade *en route*; and when the final enumeration of troops is held when they are on the march, it shall be held at a parade at dusk on the 26th February 1931 in India and on the 24th February 1931 in Burma.

(3) When the preliminary enumeration of troops is held when they are travelling by train, it may be held either at a parade at a station or in the train; and when the final enumeration of troops is held when they are travelling by train, it shall be held at a parade at the first place at which the troops alight after dark on the evening of the 26th February 1931 in India and in the evening of the 24th February 1931 in Burma.

11. Officers Commanding units shall compile a return, in the form of *Form No. 1*, beyond the frontier, etc., the final enumeration, of all members of their unit serving at the time of the census beyond the frontier or in areas in which no census is being taken, and shall forward it to the Charge Superintendent.

12. (1) When an Enumerator has been supplied with an enumeration-book, he shall retain it until he has completed the final enumeration, and, if his unit is transferred before the final enumeration from the Cantonment at which the preliminary enumeration was held, shall notwithstanding the transfer, complete the final enumeration.

(2) Where the final enumeration is held in a Cantonment, other than the Cantonment in which the preliminary enumeration was held, the Enumerator shall be deemed to have been appointed by the Charge Superintendent of the Cantonment in which the final enumeration is held.

their Census Supervisors and shall there complete the abstracts inside the covers of the enumeration-books showing the total number of—

- (a) persons enumerated,
- (b) males enumerated,
- (c) females enumerated,

and shall make over the enumeration books to the Census Supervisors.

(2) The Census Supervisors shall check the abstracts and compile them into a summary which they shall make over to the Charge Superintendent. They shall also make over the enumeration-books to him.

(3) The Charge Superintendent shall combine the summaries into a statement which he shall forthwith forward to the District or Political Officer as the case may be. He shall also as soon as possible pack and despatch the enumeration-books to that officer.

14. In the case of troops on the march or travelling by train, the Officer Commanding the detachment shall perform the duties imposed on the Charge Superintendent by rule 13 :

Provided that he shall embody the statement in a telegram which shall also contain an advice of the place at which the final enumeration took place and a warning of the despatch of the enumeration-books, and shall despatch the telegram and the enumeration-books to the District or Political Officer within whose jurisdiction the final enumeration was held.

NOTE.—Where, as will often be the case, the District or Political Officer knows where troops on the march will be halting on the night of the final enumeration, he should of his own accord send an officer there to collect the enumeration books and the statement.

PART IV.

Free supply of forms.

15. The Civil Census authority shall arrange for the free supply of forms.

APPENDIX III.

CENSUS OF PLANTATIONS, MINES AND FACTORIES.

1. **General.**—The Census of tea and coffee plantations, mines, jute and cotton mills, and other factories where a number of resident labourers are employed can often conveniently be conducted under the general control of the Manager. It will include all persons living within the boundaries of the plantation, etc., such as traders and shopkeepers, even though they are not connected with it.

Where this procedure is adopted the following rules will form a convenient basis for the issue of local instructions, but it is for the Provincial Superintendent to decide, in each class of cases, whether the special procedure should be followed or whether as in most cases at the last Census the area should be included in the general District arrangements and the Census carried out under the ordinary rules.

2. **Appointment of Supervisor.**—The Manager will appoint a Supervisor to look after the Census operations of the entire plantation, mine or factory. It will be his duty to instruct the Enumerators in what they have to do and to check their work.

3. **House List.**—Early in November a list of all houses, coolies huts, etc., on the plantation, mine or factory should be prepared in the following form:—

District or Sub-division.

Estate.

Name of house, etc.	Serial number of each house.	Description of house, e.g., bungalow, tea- house, coolie hut, etc.	Name of chief occupant.	Remarks.
1	2	3	4	5

The serial number in column 2 should run for the whole plantation, mine or factory. In coolie lines each separate doorway should be treated as marking a separate house. Houses occupied by Europeans or Anglo-Indians should be given one number and each tenement of their servants' quarters another. Europeans and Anglo-Indians will as far as possible be enumerated by a special enumerator who is an European or Anglo-Indian, failing which they will be given Household Schedules to be filled in by themselves. Their servants will be dealt with by the Enumerator of the Block in which the house lies.

Note.—The date given is the latest date for the commencement of proceedings in these areas. In many cases it was found advisable at last Census to begin operations earlier so as early on the various stages along with the district organisation.

4. **Abstract of House List.**—As soon as the above list has been completed, an abstract should be sent to the District Officer showing the total number of houses and the number occupied by Europeans or Anglo-Indians for which Household Schedule will be required. A printed postcard might with advantage be supplied to the Manager on which he can enter the required figures. This information will enable an estimate to be made of the number of forms needed.

5. **House-numbering.**—While this list is being prepared the number entered against each building should be painted conspicuously on the house with whitewash, coal-tar, charcoal, ochre (*geru*) or other convenient material. New houses subsequently erected should be given the number of the nearest house with a distinguishing letter, and should be entered in the appropriate place in the House List.

6. **Formation of Blocks.**—After the houses have been numbered, they should be divided up into Enumerator's Blocks containing not more than 75 houses each. The Enumerator is the person who will actually take the Census of the people of his Block. He must of course be able to speak, read and write the language of the district in which the Census record will be prepared. The most intelligent men available should be selected as Enumerators. Each Block should be as compact as possible.

7. **Circle Register.**—As soon as the Blocks are settled, the following form should be filled in :—

CIRCLE REGISTER.

<i>District</i>	<i>Thana</i>	<i>Name of</i>	<i>Plantation.</i> <i>Mine.</i> <i>Factory.</i>		
<i>[or Tahsil.]</i>					
Name of person appointed by the Manager as Supervisor.	Consecutive number of Blocks into which the estate is divided for Census purposes.	Number of houses in each Block.	Names of persons selected as Enumerators.	Number of houses allotted to each Enumerator.	Remarks.
1	2	3	4	5	6
..	1	1 to 68	..	68	
..	2	69 to 121	..	53	
..	3	122 to 190	..	69	
		191 to 239	..	49	

The Circle Register should be forwarded to the District Officer *not later than the 7th December*. It will be returned after the information contained in it has been noted, with formal letters of appointment under the Census Act for the persons named by the Manager as Supervisors and Enumerators.

8. Supply of Census Forms.—The requisite number of Census forms will be supplied at the same time, viz.:—

- (1) One Cover and two Block Lists for each Enumerator. The Block List is in the same form as the House List. Each Enumerator will copy into his Block List the entries in the House List that relate to the houses in his Block.
- (2) Two Household Schedules for each European family.
- (3) General Schedules at the rate of one for every three coolie huts ;
plus 25 per cent. in each case as a reserve.

The Block Lists and the required number of General Schedules should be stitched into the Covers by the Supervisor.

9. Instruction of Enumerators.—The Instructions to Enumerators are printed on the Cover of the Enumeration Book. They are supplemented by fuller instructions addressed to the Supervisors, a copy of which, in English and vernacular, will be supplied for each estate.

10. Preliminary Enumeration.—On the 1st February or such other date as may be fixed by the Provincial Superintendent, the Enumerators should go round their Blocks and fill up the Schedules in accordance with the instructions. This Preliminary Enumeration should be completed by the 13th February. The Manager should personally test this work as far as possible. The Supervisor should test every single entry.

In the local instructions attention should be drawn to points where mistakes are likely to occur. Prominence should be given to the necessity for recording the district (and Province) of birth, and not the name of a village or tahsil, etc. Special care will have to be taken to get the true castes recorded. In some parts it will be desirable to supply lists of districts from which imported coolies chiefly come and of the castes to which they generally belong. In some mines where the cooly population is shifting it will be necessary to postpone the preliminary enumeration to a date nearer the Census day, or to hold a second preliminary enumeration just before the Census to bring the schedules up to date.

11. The Final Census.—On the evening of the 26th February the Enumerators should take their books and again visit each house in their Blocks. They will strike out all entries relating to persons who have died or left since their former visit and enter all new comers and newly born infants.

12. Early next morning the head of each European family should fill in his Household Schedule and make it over to the Enumerator who will stitch it into the Enumeration Book of his Block. The Supervisor will then cause all the Enumerators to prepare the Abstracts inside the Covers of their books and, after checking their figures, will enter them in his Circle Summary, which will be in the following form:—

Serial No. of Block.	Number of occupied houses.	Number of persons.		Total.
		Males.	Females.	
1	2	3	4	5

APPENDIX IV.

CENSUS OF PORTS.

1. **Classification of vessels.**—For the purposes of the Census, vessels may be classed as —

- (a) Sea-going vessels plying between ports in British India or in Indian States and British or foreign ports out of India.
- (b) Sea-going vessels plying between Indian coast ports, whether in British India, in Indian States or in French or Portuguese territory.
- (c) Other vessels, such as (1) inland cargo and passenger steamers, (2) country boats carrying inland produce, (3) ferry steamers, passenger boats, etc., plying within the limits of a single port, (4) fishing boats, etc.

2. **Census Agency.**—In all places where there is a Port Officer or Conservator, that officer should superintend all arrangements as Port Census Officer. For smaller ports and landing places the District Officer should make the necessary arrangements. Full use should be made of any Customs, Salt or Marine Officials available.

For the Ports of Bombay, Calcutta, Karachi and Rangoon special arrangements should be made under the orders of the Provincial Superintendent.

3. **Enumerators.**—The limits of the port must be carefully defined, with special reference to the rivers discharging into it. The foreshore and anchorage should then be divided into Blocks, and an Enumerator appointed to each Block. If more convenient, one set of Enumerators may be appointed for the Census of vessels of the kind referred to in Articles 4 to 12 and another set for the Census of the vessels referred to in Articles 13 to 16.

A Register (Form 1) must be prepared of all the vessels (and buildings if any) in each Block, other than small boats in which no one sleeps at night. This register must be kept corrected up to date until the Census is over.

NOTE.—The limits of the Port will not necessarily be the same as those ordinarily recognised. If a considerable number of boats are usually moored outside; but near those limits, the boundary line should be drawn so as to include them. Great care must be taken to see that the boundary thus laid down is clearly understood by the Census Officers both of the Port and of the area adjoining it.

4. **Vessels plying between Indian and British or foreign ports.**—Sea-going vessels arriving from or leaving for another port not in British India or a Indian State should not be enumerated unless they are actually lying in the port on the night of the 26th February. In that case the procedure in Articles 6 and 7 should be followed. Otherwise they will be dealt with under Appendix VI.

NOTE.—Vessels arriving from, or leaving for, another port in British India or a Indian State, will be regarded as “plying between coast ports” irrespective of their port of origin or ultimate destination.

5. **Vessels plying between coast ports.**—In the case of sea-going vessels of this class, it is necessary to provide for the following contingencies :—

- (1) vessels lying at anchor in a coast port on the night of the Census ;
- (2) vessels having left for a coast port shortly before that night ;
- (3) vessels arriving from a coast port after that night ; and
- (4) the special case of coasting steamers touching at several ports during that night.

6. **Procedure for Census of sea-going vessels.**—The Master of the vessel is in all cases responsible for the due enumeration of all on board on the night

Master of vessel responsible for of the Census. He should be furnished with Census, the necessary Schedules and instructions ; and a notice in the annexed form (Form II) should be handed to him, requiring him to fill in the schedules for himself, his crew, and the passengers that are on board on the night of the 26th February.

For Europeans Household Schedules may be supplied, but for them, as for Indians, an ordinary Enumeration Book in English containing the requisite number of General Schedules should be used as far as possible.

7. In the case of vessels lying in the port and likely to remain there over the night of the 26th February the forms should be distributed at least

three days beforehand or (in the case of subsequent arrival) as soon as they reach the Port.

Vessels remaining in Port.

On the morning of the 27th February the Enumerator should visit the vessel and collect the returns, examining the entries to see that they are in accordance with the instructions, and mustering the persons on board, if he thinks it necessary to do so. He must in all cases check the entries for lascars and other natives of India. Where the Master is illiterate and unable to fill up the Schedules the Enumerator should fill them up for him.

8. If a vessel is leaving a British or Indian port after the 20th January

for another coast port which it is not tolerably certain to reach to before the Census

Vessels leaving Port.

night, the Port Census Officer should supply the Master of the vessel with the necessary forms, and instruct him to fill them up on the night of the 26th February and deliver them duly certified to the Customs or other authority who may ask for them at the British or Indian port first touched at after the 26th February. It should be ascertained what port this is likely to be and notice should be sent by post to the Port Census Officer concerned.

9. If a vessel arrives in a British or Indian port from another coast port

Vessels arriving in Port after (including a port in French or Portuguese territory) between the 26th February and 15th

the night of the Census. March the Enumerator of the port must (unless he knows that the vessel has previously touched at a port after the 26th February and that this demand has been made before) require from the Master of the vessel either Schedules duly filled in, or an Enumeration Pass (see Article 11). If neither of these be forthcoming, the Enumerator must muster the persons on board and with the aid of the Master and others, fill in the necessary forms.

10. In the case of steamers running at short intervals between coast ports, arrangements should be made similar to those for the enumeration of persons on inland steamers (see Appendix V). The Census record for the steamer will include the ship's officers, crew, etc., and all passengers who are still on board at 7 P.M. on the 26th February. Passengers disembarking after 7 P.M. should be given a pass to prevent double enumeration; those coming on board after that hour will be enumerated unless they have already been enumerated on shore. The Schedules will be handed over to the local Enumerator at the first Port reached after 6 A.M. on the 27th February.

11. In order to prevent double enumeration every person who receives Schedules filled in for any vessels, should give the Master an Enumeration Pass (Form III). The Master should be instructed to keep this pass carefully until the 15th March.

12. **Inland Steamers.**—The enumeration of inland cargo and passenger steamers will be carried out by the clerk on board under arrangements made by the Provincial Superintendent with the Managing Agents (see Appendix V). The Schedules so filled in for any steamers of this class which may be lying in port on the night of the Census or reach it early next morning will be collected next morning by the Enumerator of the Block in which each such steamer is moored.

13. **Other Vessels.**—In the case of fishing and other vessels that are likely to be absent from the port on the night of the Census, the Schedules for their crews should be filled in on their leaving port at any time between the 16th and the 26th February and an Enumeration Pass (see Article 11) given to the person in charge of the vessel. If it returns before the 26th February the Pass should be taken back, the Schedules destroyed, and the persons on board told that they will be enumerated on the 26th February or on the vessel again leaving port.

14. **Boats laden with country produce, cargo brigs, etc.,** which leave the port after the 16th February should be enumerated, and an Enumeration Pass given to the person in charge, unless it is fairly certain that the destination will be reached before the 26th February. The person in charge should be warned to preserve the Pass as a safeguard against double enumeration.

15. On the Census night, each Enumerator will visit every vessel in his Block, other than those of which the Census will be effected by the Master or clerk as provided in Articles 4 to 12 above, and enumerate all persons found passing the night there and not taking their meals from other places. He will give an Enumeration Pass to the person in charge of each vessel. In order to reduce his work on the Census night he should prepare, a day or two beforehand, a preliminary record of all persons who regularly pass the night on ferry and other steamers plying within the limits of the port, or who are living on other vessels moored within his Block which are likely to remain there until after the Census is taken.

16. Particular care must be taken to enumerate at their homes all persons taking their meals there, but who are absent on vessels for the night only (*vide* Instructions to Enumerators, Part II, Rule 7).

17. Cargo brigs, etc., arriving at the port between the 26th February and 15th March should be enumerated, unless the person in charge can produce an Enumeration Pass, or otherwise satisfy the Census Officer that he and his crew have already been enumerated elsewhere.

FORM I.—Form of Port Block List (see Article 3).

Serial number of vessel. 1	Name of Vessel or Master. 2	Description of Vessel. 3	Remarks. 4

NOTE.—In ports where there is much shipping it will be convenient to insert after column 1 two columns to show Number and Port of Registration of each vessel.

FORM II.—Form of Notice to Masters of sea-going vessels.

(See Article 6.)

To the Master of the.....

Sir,

You are hereby requested under Section 4 of the Indian Census Act, a copy of which will be found below, to undertake the enumeration of all persons on board of your vessel.

2. The bearer of this letter is a Census Officer appointed under the Act. He will make over to you the Schedules required for the enumeration for the officers, passengers and crew of your vessel.

3. The instructions regarding the entries to be made in the forms are printed on the back of the "Household Schedule" on which all Europeans are to be enumerated, and on the cover of the Enumeration Book, in which the necessary particulars are to be entered for all natives of India. The Census Officer will give you any further information or explanation which you may require.

4. You should not, if it can be helped, allow any of your crew to go on shore at any port in British India between 7-0 p.m. on 26th February and 6-0 a.m. on 27th February. If any one should be obliged to go, you should give him a certificate saying "enumerated on board....."; noting the name of your ship, and signing it. He should be told to show this certificate to any one wishing to enumerate him on shore.

5. If you are leaving port before the 26th February for another port in India, you should fill up the Schedules on the night of the 26th February and deliver them to the Customs or other authority, who may ask for them at the first port touched, or to the Pilot if he is still on board. If the first port touched after 26th February is outside British India the schedules should be posted to the Port officer from whom they were obtained.

6. If you are still in port in the morning of the 26th February you should deliver the Schedules, duly filled up, to the officer who calls for them.

7. When you give up the Schedules you will receive an Enumeration Pass, which you should keep till the 15th March as a proof that the persons on your vessel have been enumerated.

Signed.....

Census Officer of.....Port.

Extract from the Census Act, Section 4.

Every person (except a Pilot or Harbour Master) having charge or control of a vessel shall, if so required by the District Magistrate or by such officer as the Local Government may appoint in this behalf, perform such of the duties of a Census officer in relation to the persons who at the time of the taking of the Census, are under his command or charge, as such magistrate or officer may, by written order, direct. All the provisions of this Act relating to Census officers shall apply, so far as they can be made applicable, to all persons while performing duties under this section; and any person refusing or neglecting to perform any duty, which he is directed under this section to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code.

FORM III.—*Form of Enumeration Pass (see Article 11).*

CENSUS OF 1931.

CENSUS OF 1931.

*Port Enumeration Pass.**Port Enumeration Pass.*Name of Port at which schedules are collected :—⁷Name of Master of Vessel :—²Name and registered No. . . . etc., of vessel :—³, ⁴, ⁵.Port from which vessel received schedules :—⁶Date :—⁸

Certified that ¹ schedules, duly filled in by Mr./Captain ² Master of the Vessel ³ of ⁴ bearing the registered No. ⁵, which were handed to the Master at the Port of ⁶, have been delivered correctly at this port of ⁷ on ⁸

(Sd.)⁹(Sd.)⁹¹ Enter number of schedules received.² „ Masters' name.³ „ Name of vessel.⁴ „ Port to which vessel belongs.⁵ „ registered number of vessel.⁶ „ port at which the Master received the schedules.⁷ „ port at which the schedules were returned by the Master.⁸ „ date of this return.⁹ „ signature of enumerator or other person receiving back the schedules.

NOTE.—Every master of a vessel receiving this pass should keep it carefully on board the vessel until the 15th March.

APPENDIX V.

CENSUS OF INLAND STEAMERS.

1. **General.**—It is necessary to arrange for the enumeration of (1) Passenger steamers and Cargo steamers and their flats working on routes which traverse more than one district, (2) local feeder and ferry steamers and steamers belonging to private individuals.

NOTE.—In Bengal it was found in 1921 that the simplest plan was to divide the vessels into local and others according to the Company they belonged to rather than according to the actual service of individual craft. Steamers, etc., of certain of the biggest companies were all enumerated under Article 3 while those belonging to smaller companies were enumerated by the district staff under Article 2. Railway companies' ferry steamers are best treated as part of the railway service.

2. **Local Steamers.**—The District Staff will ordinarily be responsible for the enumeration of all local steamers, but in order to make sure that none of them are lost sight of, the Provincial Superintendent should obtain by the 15th December from all the Companies whose steamers ply on the rivers of the Province a statement in the following form, from which extracts will be sent to the District concerned :—

List of feeder and ferry steamers.

Name of river.	Name of steamer.	Plying.		How often it plies.	Whether there is a clerk on board.	Maximum number of persons likely to be on board at 7 P.M.		Remarks. (Here state where the steamer is usually moored at night.)
		From	To			Crew.	Passengers.	
1	2	3	4	5	6	7	8	9

3. **Passenger and Cargo steamers.**—The Census of these steamers will be taken by the steamer clerk or some other qualified employé of the Company, who should be given a letter of appointment as Enumerator under the Census Act. The necessary Census forms will be supplied through the head office of the Company. To enable the Provincial Superintendent to calculate the number required, he should obtain from each Steamer Company, *not later*

than the 15th December a statement as follows:—

than the 15th December a statement of							
Name of Steamer or flat.	Description (Mail steamer, cargo, flat, etc.)	MAXIMUM NUMBER OF PERSONS LIKELY TO BE ON BOARD AT 7 P.M. ON 26TH FEBRUARY.			NAME OF EMPLOYÉ WHO WILL ACT AS ENUMERATOR.		Remarks.
		Crew.	Passengers.		Name.	Occupation.	
			First class.	Others.			
1	2	3	4	5	6	7	8

4. **Instruction of Enumerators.**—In order to make sure that the Steamer Enumerators clearly understand their duties, arrangements should be made to train them at one or two points at which the steamers usually stop for several hours. They should be instructed in the manner of filling in the Schedules and should also be made to understand the provisions of Articles 5 to 7 below.

5. The Census will be taken on the night of the 26th February. The enumeration of all Europeans and first class passengers will be effected on Household Schedules to be filled in by themselves. That of all others, both passengers and crew, will be made in the Enumeration Book by the Steamer Enumerator.

6. To reduce as much as possible the work to be done on the Census night, the necessary entries for the crew should be made a few days beforehand. These entries should be tested at one of the places referred to in Article 4 above. The record for passengers who will remain on the steamer until after 7 P.M. should be prepared on the 26th February during the day. The record thus made will be brought up to date after dark the same evening, when the entries relating to any persons who died or have gone away before 7 P.M. will be struck out and the necessary particulars will be entered for persons who have since come on board. Persons alighting from a steamer after 7 P.M. should be furnished with a Pass as a proof that they have already been enumerated. Persons boarding the steamer after that hour should be enumerated, unless they can prove, by the production of a pass or otherwise, that they have already been counted ashore.

7. On the morning of the 27th February the Abstract at the end of the Enumeration Book should be filled in and the name of the first landing *ghat* reached that morning should be noted on the cover. The book should then be made over to the Enumerator at the said *ghat*, who will hand them over to his Supervisor for transmission (by post or otherwise as may be arranged locally) to the District Officer in whose jurisdiction the *ghat* in question is

situated. The fact should be reported to the head office of the Company on a printed postcard as follows:—

Name of steamer.....

Name of place where it was on the night of the 26th February.....

Enumeration Book, to whom delivered.....

Population enumerated on board. $\left\{ \begin{array}{l} \text{Total} \dots\dots\dots \\ \text{Males} \dots\dots\dots \\ \text{Females} \dots\dots\dots \end{array} \right.$

These particulars will be entered at the head office in a statement in the following form:—

Name of line.....

Name of steamer or flat.	Name of first landing ghat reached on the 27th February.	Enumeration Book to whom delivered.	POPULATION.		
			Total.	Males.	Females.
1	2	3	4	5	6

Column 1 of this statement should be filled in before the Census, the steamers, etc., being entered in the same order as in the statement referred to in Article 3.

8. As soon as returns have been received for all the steamers on the line the statement should be sent to the Provincial Superintendent, who will satisfy himself that the returns of all steamers have been actually delivered somewhere.

APPENDIX VI.

Census of Indians on the High Seas.

1. The enumeration of Indians on the High Seas will be attempted by the means of shipping authorities at the following seven ports :—

Aden, Bombay, Calcutta, Chittagong, Karachi, Madras and Rangoon.

2. The *Charge Superintendent* is an officer exercising general supervision over the Census Operations entrusted to him, and a *Supervisor* is an officer appointed by the Charge Superintendent to exercise immediate control over the persons enumerating the individuals included in the unit of that part of the charge for which he is responsible.

3. In each of these ports the shipping master will act as a charge superintendent and, from the date on which he receives forms, will issue the necessary enumeration forms to all Masters of vessels shipping Indian crews for a period which will cover the date of the Census of India, *viz.*, 26th February 1931.

NOTE.—Census Superintendents should see that the seven Shipping Masters referred to are given forms as soon as possible after they take charge of their posts (*i.e.*, as Census Superintendents).

4. Each Master of a vessel receiving enumeration forms from the shipping master will act as supervisor and will make his own arrangements for enumeration on the night of 26th February 1931.

5. He should cause to be enumerated all Indians found on his vessel on that date, whether crew or passengers, who are British subjects or subjects of any Indian State. Portuguese and French subjects should not be enumerated.

6. In filling in the enumeration schedule the specimen schedule specially supplied should be taken as an example. This schedule will contain typical entries of the principal sea-faring classes.

7. For individuals working as part of the crew, or employed in any sort of service, on board, the Industry (Column 12) should be shown as "Transport by Sea".

8. Masters of vessels will post the enumeration forms to the shipping master of the port at which each obtained his enumeration forms as soon as possible after 26th February 1931. The forms will be sent on by the shipping master to the Provincial Census Superintendent who will make the necessary arrangements for their abstraction and compilation.

NOTE.—A notice in Form II of Appendix IV down to the end of paragraph 5 (subject to insertion of the words "of British Indian nationality" after "persons" in paragraph 1) should be served on the Masters of sea-going vessels where Indian Crews, etc., are to be enumerated by the Master at the instance of the Shipping Master.

The following paragraph may be added as paragraph 6 to the same for the purposes of this Appendix :—

" 6. You should post the Schedules to the Shipping Master from whom you received them at the first opportunity after the date of the Census."

Signed

Census Officer for Sea-going Vessels at.....

APPENDIX VII.

The Census of Educated Unemployment.

1. The information required will be collected on a special schedule which has received the approval of the Government of India (*Vide* paragraph 4 of Home Department letter No. F. 45/7/30-Public, dated the 7th June 1930.)

2. Each District Census Officer should send in to his Census Superintendent an estimate of the number of these schedules, which will be required in his district, not later than 15th August 1930. The estimate should be based on the number of male persons returned as literate in English for his district at the previous census and may, unless the District Census Officer has reason to estimate otherwise, be taken as 33 % of that total. Should forms be exhausted during the preliminary enumeration it will be possible in some cases to print off and issue a further supply before the final enumeration.

3. A record should be kept of the number of forms issued to each District Census Officer, Charge Superintendent, Supervisor and Enumerator in the following form to be prepared in manuscript :—

Unemployment Schedule.

No. of Charge Circle Block.	No. of forms.	Date of issue.	Date of return of completed forms.	No. returned.
Total

4. Copies of this form should accompany the first issue of schedules to each District Census Officer, Charge Superintendent, Supervisor and Enumerator, in such quantities that each officer may retain at least one form on which he will post the quantities of schedules received and issued and enter up their return, which will be compiled from the enumerator's returns into one return for the circle and for the circles into one return for the charge and so on up to the District Census Officer who will return the forms for his District to the Superintendent of Census Operations after the Final Enumeration.

The same form heading will probably serve for the register of issue and receipt in the office of the Superintendent of Census Operations himself.

5. The schedule will be distributed by the enumerators in the course of the preliminary enumeration, and the return of the completed form should as far as possible be collected by them at the same time.

6. Where it is not possible for a person to fill up and return the form to the enumerator at the time of the preliminary enumeration, the enumerator should instruct such a person to return the form to him before or at the enumeration.

7. It is anticipated that very few of these forms will be required in non synchronous areas, but when such is the case, the enumerators should be instructed to specially warn recipients of the forms that unless they can arrange to return the forms themselves before February 26th, they must fill up and return them at once as there will be no second visit from the enumerator.

8. Enumerators should be instructed to issue the form to all male persons describing themselves as literate in English and at the same time without employment, and wishful for the same.

Review by the Commissioner, Ajmer-Merwara, of the report on the working of the Co-operative Societies in Ajmer-Merwara for the year ending the 30th June 1936.

While the number of Central Societies during the year was the same as in the previous year, *viz.*, 12, their membership rose from 1290 to 1319 Societies and the number of individual members decreased by 2, *i.e.*, from 761 to 759. The number of agricultural societies and their membership increased from 605 and 13,675 to 617 and 14,168 respectively, 14 new societies having been registered and the registration of 2 having been cancelled during the year. The number of non-agricultural societies and their members rose from 118 and 6,794 to 123 and 7,008 respectively. During the year 7 new Societies of this class were registered and the registration of 2 cancelled.

The net increase in the number of societies and in their membership was 17 and 734 respectively.

The working capital of the Central, Agricultural and non-agricultural societies amounted to Rs. 20,63,141, Rs. 17,00,536 and Rs. 16,40,489 respectively against Rs. 20,90,931, Rs. 17,00,939 and Rs. 14,87,128 in the preceding year. The total working capital of all the societies amounted to approximately Rs. 54,04,200 showing an increase of about Rs. 1,25,200 on the figures of the previous year.

The working capital of the Central Banks and societies during the 1935-36 as compared with the previous years figures is shown below :—

	1934-35 Rs.	1935-36 Rs.
Ajmer Central Bank	11,45,220	11,47,753
Beawar Central Bank	6,35,575	5,88,562
Nasirabad Central Bank	1,28,268	1,15,631
9 other Central Societies	1,81,868	2,11,195
	<hr/> 20,90,931	<hr/> 20,63,141

Ajmer Central Bank.—The number of individual members decreased by 2, *i.e.*, from 472 to 470 whereas the number of affiliated societies increased from 322 to 328 during the year under review. The share capital remained the same as in the preceding year, *viz.*, Rs. 1,00,000. Deposits from individuals decreased from Rs. 6,80,108 to Rs. 6,31,570. A total sum of Rs. 71,686 was lent to individuals. Loans to other Banks and societies amounted to Rs. 4,54,153 during the year. These sums with the balance of the previous year's loans (Rs. 7,35,881) make an aggregate of Rs. 12,61,720 as loans due to the Bank. Recoveries during the year amounted to Rs. 5,30,536 leaving a balance of Rs. 7,31,184 outstanding. The Bank earned a profit of Rs. 16,297 while the reserve fund at the close of the year was Rs. 1,54,482, *i.e.*, Rs. 4,765 more than the previous year's figures. The affairs of the Bank continued to be conducted on sound lines.

Beawar Central Bank.—The number of affiliated societies decreased from 249 to 248 as the result of the cancellation of the registration of one society. The number of individual members remained unchanged at 218. The share capital remained at Rs. 70,000. The previous year's outstanding balance of loan was Rs. 4,87,463 and a sum of Rs. 12,536 was lent during the

year making a total of Rs. 4,99,999. Recoveries amounted to Rs. 65,442 leaving an outstanding balance of Rs. 4,34,557. The Bank suffered a loss of Rs. 3,747 as compared with Rs. 4,954 in the preceding year. The reserve fund remained unchanged at Rs. 58,900. The condition of the Bank continues to be unsatisfactory and to require close attention.

Nasirabad Central Bank.—The number of individual members remained unchanged at 71 while the number of affiliated societies increased by 3, i.e., from 126 to 129. The share capital remained at Rs. 25,000. The balance of previous loans was Rs. 1,05,161 and a sum of Rs. 42,299 was advanced during the year under review making an aggregate of Rs. 1,47,460. Recoveries amounted to Rs. 51,833 leaving a balance of Rs. 95,627. The bank earned a profit of Rs. 2,781. The reserve fund and other funds amounted to Rs. 32,810 against Rs. 29,630 in the preceding year. The Bank's reputation as a sound concern was maintained.

The Banking Unions at Masuda, Bhinai, Todgarh and Kekri did useful work during the year.

The net profit of the Central Banks and societies decreased from Rs. 20,399 to Rs. 15,577. The reserve and other funds increased from Rs. 3,18,282 to Rs. 3,35,011.

During the year under review the rainfall was not well distributed. For want of timely rainfall the Kharif crops in the Barani area were damaged and the continued low level of prices of agricultural produce again affected recoveries. In the difficult times through which we are passing rapid progress of the Co-operative movement is not to be expected, and allied to the generally prevailing economic difficulties, the low standard of education and social enlightenment in Ajmer-Merwara is a further obstacle to rapid progress. The fact contained in paragraph 17 of the Registrar's interesting report that the largest amount lent out during the year was for marriages and funerals is eloquent of the difficulties which have to be faced in this respect. It is satisfactory that funds have just been provided for the entertainment of staff for a number of years to train the members of societies in co-operative principles, since the movement can only flourish by a general appreciation of these principles—to impart which the existing staff is numerically inadequate and which have not yet been grasped by the large majority of those for whose benefit the movement exists. In the face of these difficulties work performed during the year under report is commendable and the main credit for the progress made must go to the energy and keenness shown by the Registrar, Mr. Bhanwar Lal, and his staff, in what must often seem a somewhat thankless task. An expression of thanks is also due to the honorary workers mentioned in the Registrar's report for the valuable assistance which they have been giving to the movement.

L. C. L. GRIFFIN,
Commissioner, Ajmer-Merwara.

Report on the working of the Co-operative Societies in Ajmer-Merwara for the year ending the 30th June 1936.

I.—ADMINISTRATION.

1. During the year under review I remained throughout in charge of the Co-operative Department and was out on tour for 149 days as against 138 last year. In addition to my charge as Registrar I was appointed Marketing Officer for the District with no corresponding increase in my existing staff.

No addition was made in the strength of the superior staff paid by Government, and the number of Inspectors (4) has remained the same as last year. The increase in the number of societies, coupled with the difficulties created by the unprecedented depression and unfavourable agricultural conditions prevailing in the District for the last 5 or 6 years, calls for the addition of 2 Inspectors to the existing cadre as an immediate necessity. There are, at the present moment, as many as 280 and 238 societies in the Nasirabad and Beawar circles respectively. While the former has become too unwieldy, the condition and number of societies in the latter circle necessitate greater supervision and control, which under the existing circumstances is not possible. Besides, for the healthy growth and development of the movement in the Urban area, the services of a whole time Inspector seem desirable as there has been a continuous increase in the number of societies and their membership from year to year. The Inspector of Todgarh was given a clerk during the year. A few Sub-Inspectors had to be transferred from one circle to another in the interest of work.

S. Sohan Singh, Inspector, Co-operative Societies, Ajmer, remained on 2 months' privilege leave, and L. Govind Pershad, Chief Auditor, officiated in his arrangement. Ch. Rizaq Ram, Inspector, Beawar, was reverted to his substantive appointment in the Punjab. He was sanctioned 4 months' privilege leave with effect from the 3rd May 1936, and was permitted to enjoy the same before taking over in the Punjab. On the same date he was relieved by L. Bishamber Dass, B. A., Inspector, Co-operative Societies, Delhi, whose services have been lent by the Punjab Government for a period of 2 years.

The Inspectors, Ajmer, Nasirabad, Beawar and Todgarh have toured for 195, 245, 205 and 241 days respectively against 169, 267, 230 and 226 days last year. They spent 124, 180, 141, 179 nights against 115, 204, 161 and 176 last year. No additions have been made in the strength of the field staff paid from the Salary Fund either, as funds did not permit. They number 34 as in the previous year. It seems imperative to increase the existing number of auditors of 6 by 2. The number of societies which they are required to audit works out to about 830, or on an average of about 140 societies per auditor each year. This is by far in excess of the standard laid down in the important report of the Committee presided over by Sir E. Maclagan in 1915.

2. The Government expenditure on the movement totals Rs. 35,349 as compared with Rs. 28,006 last year. This increase is due to the amount of about Rs. 7,000 given to the Inspectors as arrears of increment in their pay. On the other hand the salary fund paid staff cost the Department Rs. 24,708

The following are the main sources from which the Central Institutions received deposits from time to time and the balance due under each head has, also been shown below :—

	Rs.
1. Local Bodies	Nil.
2. Other Institutions	66,299
3. Officials and Pensioners	5,19,908
4. Professionals	75,953
5. Traders	1,79,454
6 Women	1,70,327
7. Minors.	80,697
8. Shamlat Committees	5,964
9. Minors through Courts	1,973
10. Big Land Lords	1,750
11. Small Farmers	Nil.

Deposits from Professionals and Traders show an appreciable increase, while there is marked decline in other heads. As already explained the reasons for total decrease may be sought for in the reduction in the rate of interest which was considered expedient to get rid of heavy surpluses.

Rs. 5,44,959 are continuously in deposit for a period of 10 years or more ; and the figure for 5 years or more is Rs. 5,21,820.

Fluid Resources.—The fluid resources of the central institutions work out at Rs. 4,14,057 against the required standard of Rs. 2,39,143. The item of Rs. 4,14,057 includes certain securities which have not yet been lodged with the bankers for addition in their respective over-draft accounts. The institutions concerned have been advised to do the needful, as soon as possible.

The percentage of owned capital to the total working capital of these institutions is 26·4 against 25·2 of the previous year.

8. *The Ajmer Central Bank.*—The number of individual members decreased by 2, while that of societies increased by 6. Both these are welcome signs. The working capital of the Bank increased slightly from Rs. 11,45,220 to Rs. 11,47,753.

Owned capital has gone up from Rs. 2,91,686 to Rs. 3,03,824 and the reserve fund has appreciated from Rs. 1,49,717 to Rs. 1,54,482.

Loans due by individuals come to Rs. 40,649 against Rs. 37,712 last year. Such advances are generally made on the security of their Fixed Deposits. Loans due from Banks amounted to Rs. 1,21,603, against Rs. 1,35,591 last year. On the other hand the affiliated societies owe Rs. 5,68,932 as compared with Rs. 5,62,578 last year. While the non-agricultural societies show an increase of Rs. 10,444 the agricultural societies show a decrease of Rs. 4,090.

Interest accrued is Rs. 25,936 against Rs. 26,938 last year. The bank has reduced its rate of interest on loans to agricultural societies from 8 per cent. to 7 per cent.

Rs. 1,21,970 are due from societies under liquidation against Rs. 1,17,055 last year.

The D class societies owe as much as Rs. 62,123 against Rs. 70,154 in the previous year.

The Fund for Bad and Doubtful Debts comes to Rs. 33,178 against Rs. 26,073 last year. Interest payable totals Rs. 12,208 as compared with Rs. 13,829 last year.

Deposits from societies work out at Rs. 2,12,274 as against Rs. 1,61,046 last year. There is, thus, a marked increase of Rs. 51,228.

Profits of the Bank come to Rs. 16,297 against Rs. 19,479 last year. The fall of Rs. 3,182 is attributed to the reduction in the rate of interest, as well as, on account of adherence to the practice of crediting interest recoverable from D class societies to suspense account as advised last year.

It may not be without interest to point out here that the Bank declared dividend at 6 per cent. for the first time since its inception. The individual share-holders clamoured for a higher rate, but the representatives of the rural societies would not let them have it as it was opposed to their interests.

Maximum and minimum rates of interests on deposits range between 1 to 3-1/2 per cent.

Its fluid resources amounted to Rs. 3,43,410 against the required standard of Rs. 1,69,167 last year. This excludes the sum of Rs. 50,000 which the treasurer of the Bank has stipulated to advance to the Bank in times of need. The Bank has secured an overdraft account to the extent of Rs. 1,15,000 on the Government securities of the face value of the like amount.

Messrs. Mangi Lal Dosi and Bijey Raj Mathur, its President and Honorary Secretary, continued to take interest in its affairs as usual.

During the year the delegates of the Bank attended the Rajputana Central India and Gwalior Cooperative Conference at Indore, and one of its delegates extended an invitation for holding its next session in Ajmer.

9. *Beawar Central Bank*.—There is not much of a change to be reported in the constitution and working of the bank. Its share capital remained the same as last year *viz.*, Rs. 70,000, but the number of members has gone down by 1 as a result of the cancellation of the registration of a society.

It has expended the sum of Rs. 59,287 only in the purchase of Government securities of the face value of Rs. 60,375 as against Rs. 60,000 last year.

The societies under liquidation owe as much as Rs. 1,26,769 as against Rs. 1,28,530 last year. Besides Rs. 1,30,586 are yet recoverable on account of interest. In spite of the best efforts on the part of the Liquidator, Rai Sahib M. Ram Swaroop, Extra Assistant Commissioner, Merwara, it has not been possible to make much head-way in this respect as the rural conditions do not warrant taking of drastic steps against the indebted members.

Societies classed as D on the other hand are indebted to the extent of Rs. 1,20,403 and Rs. 53,043 on account of principal and interest respectively as against Rs. 1,29,194 last year. Apparently, D class societies have fared a bit better in the matter of repayments to the Bank.

The Bank advanced the sum of Rs. 7,871 as against Rs. 16,565 last year. There is a slight increase in the amount recovered from the societies from Rs. 20,585 to Rs. 24,499. Besides, the Bank has recovered Rs. 18,650 on account of interest. It has naturally been cautious in the matter of advances,

as out of the total amount of Rs. 4,30,066 on loan, Rs. 2,47,172 are due from societies which are either dead or dying.

The percentage of recoveries too, shows a slight increase from 5.39 to 6.42 per cent. on the amount outstanding at the commencement of the year.

The Fund for Bad and Doubtful Debts could not be further strengthened for want of a surplus and remains the same as last year.

Interest accrued to the Bank totals Rs. 75,614 as compared with Rs. 77,321 last year. This figure as usual does not include the interest recoverable from societies classed D. The practice just referred to has given the bank a loss of Rs. 3,747 as compared with Rs. 4,954 last year.

Another disquieting feature is that its fluid resources work out at Rs. 26,612 only as against the required standard of Rs. 49,913.

The condition of the Bank is as unsatisfactory as ever; and the features which have contributed to such a state of affairs have already been dealt with in previous report, and need not, therefore, be dilated upon again. Unless steps are taken to accelerate the pace of recoveries the future cannot be looked to with confidence. The need of a Government loan on a low rate of interest with a view to enable it to tide over difficult times is as necessary as ever. A reference, however, to this effect is being made separately.

10. *The Nasirabad Central Bank*.—There is no change to report in the number of individual members, but the number of affiliated societies has increased from 126 to 129.

Its working capital has again gone down and records a fall of Rs. 12,637.

Interest accrued comes to Rs. 4,780 as compared with Rs. 3,401 last year. This is due to a very great extent in the alarming increase in the number of petitions for insolvency.

Rs. 11,930 are due from 7 D class societies against Rs. 12,186 last year. The Bank has stopped charging interest from 4 out of 7 societies referred to; and it has been advised to give effect to the instructions of Mr. Abell in this respect.

The Fund for Bad and Doubtful Debt has increased from Rs. 3,501 to Rs. 3,957.

The fluid resources at the close of the year come to Rs. 19,201 as against Rs. 17,843 last year, while the required standard is Rs. 7,312 only.

Seth Tara Chand, the Chairman of the Bank, is, as usual taking a very keen interest in its affairs. His zeal and enthusiasm for the co-operative activities are highly commendable.

OTHER CENTRAL INSTITUTIONS.

11. *Masuda Banking Union Ltd.*—The number of affiliated societies remains the same as last year. Its share capital, Reserve and Working Capital total Rs. 5,400, Rs. 2,230 and Rs. 52,321 against Rs. 5,400, Rs. 1,980 and Rs. 51,588 in the previous year. While its share capital is just the same as last year, there is an increase of Rs. 250 and Rs. 733 under Reserve and Working Capital.

Interest accrued is Rs. 564 against Rs. 578 last year, and profits have decreased from Rs. 982 to Rs. 648. The slight fall is due to the reduction in its rate on loans from 8 to 7-1/2 per cent and the purchase of Government paper at a considerable premium.

Nothing is due by any society under liquidation. Rs. 4,871 are owed by 3 societies in Class D against Rs. 4,982 last year.

Its Bad and Doubtful Debt Fund has further been strengthened by the addition of Rs. 650 during the year and amounts to Rs. 1,450 now.

Rao Bahadur Thakur Bijey Singh Istimrardar of Masuda, has been taking keen interest in its progress.

Bhinai Banking Union Ltd.—There is no change to report in the number of societies affiliated with it, and they are 37 as last year. While its share capital is Rs. 3,700 as in the previous year, its Reserve has increased from Rs. 2,220 to Rs. 2,370. There is a nominal decline of Rs. 25 in its Working Capital, and it works out at Rs. 37,262 against Rs. 37,287 last year.

Deposits have gone up from Rs. 29,665 to Rs. 30,002.

Interest accrued totals Rs. 1,083 against Rs. 319 last year. Here again the insolvency petitions in large numbers have hit the Union rather, adversely.

Bad and Doubtful Debt Fund is Rs. 609 against Rs. 220 last year.

The Union still enjoys the facility of a cash credit account with the Ajmer Central Bank to the limit of Rs. 15,000 as last year.

Todgarh Banking Union Ltd.—There is an increase of 10 in the number of members.

Share Capital, Reserve and Working Capital total Rs. 3,600, Rs. 1,311 and Rs. 59,198 as against Rs. 3,200, Rs. 1,160 and Rs. 43,598 respectively. There is, thus, an appreciable increase under every head.

Interest accrued too, has gone down from Rs. 2,782 to Rs. 2,355. The D class societies owe Rs. 19,027 as compared with Rs. 14,541 last year. The Bad and Doubtful Debt Fund totals Rs. 2,752 against Rs. 1,300 last year. Its investments in Government Securities are the same as in the previous year, viz., Rs. 3,411 only. The Ajmer Central Bank has sanctioned a cash credit account upto Rs. 50,000 to it.

Kekri Banking Union Ltd.—Its members, share capital, deposits, Reserve and Working Capital have increased from Rs. 37, Rs. 1,750, Rs. 27,236, Rs. 8,910 and Rs. 39,765 to Rs. 44, Rs. 2,150, Rs. 33,054, Rs. 9,040 and Rs. 51,680 respectively. The figures given above show an alround increase.

The interest accrued has come down from Rs. 409 to Rs. 378. There is no society under liquidation or classed D affiliated to it.

Bad and Doubtful Debt Fund is Rs. 533 against Rs. 333 last year.

The Cash Credit account of the Union with the Central Bank Ajmer is upto the limit of Rs. 25,000, out of which it had drawn Rs. 5,652 till 30th June 1936.

Pandit Bijey Lal is as enthusiastic as ever ; and most of its achievements are due to his disinterested services.

It is satisfactory to note that in spite of the hard times all the unions keep on enjoying confidence of the public to the fullest extent.

NON-CREDIT CENTRAL SOCIETIES.

Bhinai Co-operative Supply Union.—There is no increase to report in its membership. It has supplied goods of the value of Rs. 2,437 against Rs. 1,347 last year, and the value of the goods purchased totalled Rs. 2,443 as compared with Rs. 1,331 last year.

The profit earned on business comes to Rs. 69 as compared with Rs. 12 in the previous year.

Beawar Commission Shop.—The Union is hardly two summers old. During the year it has done business to the extent of Rs. 582 and its sales totalled Rs. 557 only.

The number of affiliated societies is 12 as last year and its share capital is Rs. 300 as before. The Inspector is rather diffident about its future.

B. AGRICULTURAL SOCIETIES.

12. *Class I (Credit).*—Number of credit societies (unlimited) has increased from 559 to 570 and an idea as to their working may be formed from the figures given below :—

13(1) *Membership.*—

No. of members on		Increase and decrease.	Number of poor men on		Increase and decrease.
1-7-35	1-7-36		1-7-35	1-7-36	
12,046	12,389	343	3,488	3,673	185

Obviously the membership has gone up by 343.

Scrutiny of the figures relating to the admission of members has revealed the following facts :—

- (1) 229 members joined new societies,
- (2) 420 were admitted in old societies, and
- (3) 306 have ceased to be members.

The admission of 420 members in old societies is an unmistakeable sign that inspite of the unprecedented economic distress most of the societies are making satisfactory progress.

14 (2) *Recoveries.*—

Principal. Recoveries. Interest. Recovered.				Overdues		Cash balances.	
1934-35.	1935-36.	1934-35.	1935-36.	1934-35.	1935-36.	1934-35.	1935-36.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1,37,112	1,23,581	1,25,166	98,480	9,178	8,132	18,491	16,562

It may be evident that recoveries in principal and interest show a fall of Rs. 13,531 and Rs. 26,686 respectively. In view of the unsatisfactory agricultural conditions, coupled with an alarming increase in the number of petitions for insolvency, the decline referred to was quite expected. While recoveries in the circles of Inspectors, Beawar and Todgarh show an increase of Rs. 2,891 and Rs. 435 over the figures of the last year, there is a decline of Rs. 9,711 and Rs. 7,146 in the circles of Inspectors, Ajmer and Nasirabad.

Percentage of recovery on the amount outstanding at the beginning of the year works out at 8.4 as against 9.2 last year, and 7.1 year before last.

Percentage circlewise is as follows :—

	1934-35.	1935-36.
(1) Ajmer	11.5	9.1
(2) Nasirabad	10.9	10.0
(3) Beawar	3.7	4.4
(4) Todgarh	10.0	10.2

While there is a slight appreciation in the circles of Inspectors Beawar and Todgarh, Ajmer and Nasirabad record a decline of 2.4 and 0.9 per cent. respectively.

Percentage of recoveries according to the classification of the societies works out as below :—

- A. 42.1 per cent.
- B. 17.9 per cent.
- C. 7.0 per cent.
- D. 1.8 per cent.
- New 72.2 per cent.

While overdues of principal have gone down from Rs. 9,178 to Rs. 8,132, overdue interest is apparently increasing from year to year. Such will, perhaps, be the state of affairs till there is a radical change in the trend of prices of the agricultural products. The staff and the Managing Committees have been advised from time to time to take suitable legal action against the wilful defaulters. It may be pointed out that the poor agricultural conditions and depression have reduced the repaying capacity of the agriculturists to a very great extent, and the successful execution of a decree has become a difficult task.

Cash in hand totals Rs. 16,562 as against Rs. 18,491.

15(3) *Assets*.—Shares, Reserve Fund and Profits are as follows :—

	1932-33	1933-34	1934-35	1935-36	
	Rs.	Rs.	Rs.	Rs.	Rs.
Shares . . .	2,56,823	2,53,394	2,52,638	2,54,461	+1,823
Reserve Funds .	5,44,092	5,65,097	5,87,958	5,90,176	+2,218
Profits . . .	65,553	66,023	55,800	35,078	—20,722

There is, thus, an increase of Rs. 1,823 and Rs. 2,218 under 'Shares' and 'Reserve'. The profits show a marked decrease from Rs. 55,800 to Rs. 35,078. The reasons which have contributed to the fall under this head may be said to be the following :—

1. Reduction in the rate of interest on loans from 12 to 9 and 10 per cent.

2. Compromises in certain cases necessitated the remission of interest (partially or totally).

3. No demand was fixed in the cases of those who had either applied for insolvency or had been declared as such.

16(4) *Classification*.—The classification of the societies under the various heads has revealed the following results :—

	A	B	C	D	Unclassed	Total
1934-35	14	115	295	96	39	559
1935-36	13	123	294	97	43	570

While A and C class societies show a decline by one each, the number of societies in class B and D has gone up by 8 and 1 respectively. As many as 43 societies have yet to be classed.

The number of D class societies has increased by 3 in Ajmer ; and in the circle of Inspector Todgarh there is a decrease of 2.

There is no change to report in the circles of Inspectors Beawar and Nasirabad where the number is 41 and 18 as last year.

17(5). The following table shows the various objects for which advances were made during the year.

Sl. No.	Purpose of loans.	Ajmer No. of loans	Amount.	Merwara No. of loans.	Amount.	No. of loans.	Total Amount.	Amount of last year.	Total amount advanced since start.
			Rs.		Rs.		Rs.	Rs.	Rs.
1	Purchase of land . . .	13	1,836	10	833	23	2,669	2,596	68,020
2	Improvement of wells and Nadles . . .	53	2,052	60	1,282	113	3,364	3,254	4,04,771
3	Purchase of plough cattle . . .	391	10,239	169	3,829	560	14,068	12,180	6,01,202
4	Redemption of mortgaged land . . .	25	1,065	108	6,497	133	8,462	11,191	5,59,665
5	Fodder . . .	166	1,770	10	143	176	1,913	2,582	7,63,306
6	Seed and Manure . . .	1,249	13,361	135	917	1,384	14,278	14,344	16,13,018
7	Agricultural Implements . . .	95	1,002	46	377	141	1,379	2,245	1,27,430
8	Weeding and Miscellaneous charges . . .	269	1,877	1	15	270	1,892	3,171	2,80,524
9	Payment of Revenue . . .	953	14,017	38	268	991	14,285	15,957	4,87,267
10	Trade . . .	271	6,091	12	380	283	6,471	6,664	1,53,169
11	Repayment of old debts . . .	246	11,995	45	3,081	291	15,076	20,494	7,55,477
12	Marriages and Funerals . . .	177	13,047	58	2,279	235	16,326	17,719	5,93,165
13	Buildings . . .	46	2,070	7	360	53	2,370	3,051	22,853
14	Milch Cattle . . .	93	5,233	21	592	114	5,755	5,636	1,14,352
15	Maintenance . . .	437	2,164	11	81	448	2,245	2,199	5,20,924
16	Miscellaneous . . .	298	6,919	23	2,943	321	9,862	8,916	1,53,435
Total		4,782	95,665	754	24,727	5,536	1,20,393	1,51,293	72,31,704

The figures given above bear out the fact that there is a decrease of 431 and Rs. 10,898 in the number of loans ; and the amount advanced and average of each loan comes to Rs. 21·7 as against Rs. 22 last year.

The biggest amount lent out is for marriages and funeral, viz., Rs. 16,326. Circumstanced, as we are, loans for marriages and ceremonials are considered an absolute necessity, and it would perhaps take many years to educate the people to outlive these customs and the so-called religious ceremonies.

Next in importance are the loans for the repayment of old debts (Rs. 15,076). The Ajmer circle is again responsible for the heavy amount under this head.

They are followed by loans for the payment of land revenue (Rs. 14,285), for seed and manure (Rs. 14,278), and the purchases of plough cattle (Rs. 14,068). In the matter of numbers advances for seed and manure are the highest on the list (Rs. 1,384 as against Rs. 1,272 last year).

Next in order stand loans for the payment of land revenue or rent (991).

The percentage of advances for productive purposes comes to 63.3 as compared with 64.8 last year.

239 societies charged reduced rate of interest against 89 in the previous year.

In no society have the offices of Secretary and Treasurer been combined, and no committee member is reported to have been removed for breach of by-laws.

The number of retired Government officials serving on the Committee of the rural societies comes to 18 against 16 last year. Similarly the number of Military pensioners has increased from 79 to 86.

18. The number of societies in compromise has gone up from 20 to 24. There were additions of 4 and 1 in the circles of Nasirabad and Ajmer; and there was also a decline of 1 in Nasirabad, owing to distinct improvement in its dealings with the financing institution.

Recoveries from such societies come to Rs. 2,761 as against Rs. 3,406 last year. Rs. 678 have been paid off to the financing institutions by these societies in principal. No society has kept up its promise in full in the matter of repayments.

Ten years old societies.—The accounts of two ten years old societies have been adjusted during the year. One is in B and the other is in class C.

At the time of their registration there were, as many as, 22 members. Two years later there was an addition of 1, and now the number has risen to 26. Their capital works out at Rs. 792 and unsecured debt has fallen from Rs. 4,148 to Rs. 2,908.

Secured debt is Rs. 5,780. However, it is gratifying to note that inspite of the prolonged economic depression and abnormal fall in prices quite a good number of societies are doing useful work in promoting the economic interest of their members.

MORTGAGE BANKS AND SOCIETIES.

19. There is an increase of 1 under this head and the number of such societies totals 22 now. One new society was registered in the Todgarh circle. These societies are progressing on sound lines, and with the improvement in agricultural conditions their scope and usefulness can be further extended.

The following table shows their progress during the period under review :—

No. of members.		Amount of loan advanced.		Repayments made.		No. of Defaulters.		Over dues.	
30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36
		Rs.	Rs.	Rs.	Rs.			Rs.	Rs.
1,273	1421	18,828	21,142	11,528	10,904	132	147	868	856

The number of members has increased by 148, and the advances too have gone up by Rs. 2,314. But, the recoveries have declined by Rs. 624. Over-dues show a decrease of Rs. 12. There is also, an increase of 15 in the number of defaulters, as a result of which 96 defaulters have to be legally dealt with against 71 of the last year.

Loans were advanced for the following purposes :—

(1) Redemption of land 115. (Rs. 16,527).

(2) Improvement of wells, Nadies and Tanks 28 (Rs. 4,615).

The number of defaulters is the largest in the Beawar Mortgage Bank (107). 554 Bighas of land was redeemed against 349 last year, and the total area redeemed since the formation of such societies is 5,628.

In the Ajmer circle alone, as many as, 8 new wells were sunk, and 10 old ones were repaired. Besides, 6 Nadies are reported to have been repaired in Ajmer and Beawar circles.

The land of only 1 defaulter in Ajmer is reported to have been taken possession of as a result of persistent default.

20. *Liquidation*.—The number of the societies in liquidation at the beginning of the year was 74. 4 new societies went into liquidation, and 3 were finally wound up leaving a balance of 75 at the close of the year. It is really unfortunate that the drop in prices, bad harvests and abnormal increase in rural debt do not make it possible for us to make much head-way in this respect. 25 societies from the total number of 75 shown above were cancelled prior to 1922-23. Recoveries in principal total Rs. 7,110 as against Rs. 9,104 last year.

	Rs.
1. Ajmer	2,930
2. Nasirabad	580
3. Beawar	3,115
4. Todgarh	485

While there is slight improvement in Beawar and Todgarh, Ajmer shows a decline by about 50 per cent. This is mainly due to the fact that only 6 societies out of 30 were inspected by the Inspector during the last two years.

The entire cost of liquidation is borne by the societies and their financing institutions. The total number of societies whose registration was cancelled since the start of the movement in 1905 is 211. It gives us a percentage of 22 to the total number of societies registered in the District. In this respect, I think, we compare favourably with the rest of the major provinces of India. Even then the mortality rate is rather high and shows a bad start.

IV.—PRODUCTION.

21. As reported last year it could not be possible again to take any effective steps to increase the earning capacity of the rural population of the district.

(a) *Cattle Breeding*.—The number of the cattle breeding societies remains the same as last year, viz., 2 in the circle of the Inspector, Beawar.

Their progress may be judged from the following table :—

No. of members.		Amount advanced.		Amount recovered.		Working Capital.	
30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36
21	31

There is a decline of 4 animals kept by the members, and the number of cows in their possession is 32. 4 calves and one bull are reported to have passed away on account of various reasons. The District Board, Ajmer should,

I think, come forward to help such institutions by supplying a bull of improved breed. Instructions have been issued to the concerned to make a move in this direction.

7 calves were born and none is reported to have been castrated. No sale was effected through the agency of the societies as a result of which no commission was earned.

(b) *Fodder Storage Societies*.—Their number remained unchanged at 17, and there was no increase in membership either. Stock in hand at the beginning of the year was 2,144 mds. 1,675 mds. of fodder was stored by the members, and 2,587 maunds was made use of leaving a balance of 1,232 maunds at the close of the year.

(c) *Better Farming*.—The number of such societies is 2 as last year, but membership has increased from 23 to 25. While the society in Beawar circle has done practically no work, the one in Kekri has made a good start. It supplied cotton seed of the improved quality to its members and efforts in this respect still continue. Area under cultivation with the improved seed is increasing gradually. Besides, the staff of the Department has catered for the requirements of the members in this respect from time to time.

(d) *Land Improvement*.—There is no change in the number of societies and membership. Recoveries come to Rs. 11 and Rs. 40 in principal and interest respectively, against Rs. 56 and Rs. 35 last year. Owing to the dearth of water in the tank it could not be possible to irrigate any plot at all. 32 bighas of land in the bed of the tank were reported to have been cultivated as compared with 96 bighas last year.

Rs. 18 on account of Bigori were paid in. Income from the sale of papries and babool trees comes to Rs. 24 against Rs. 22 last year. The society had to borrow the sum of Rs. 100 from the local Banking Union for repairs to the embankment which had previously been washed away by the rains.

Rs. 32 in principal and Rs. 29 in interest were repaid to the said union leaving a balance of Rs. 384 at the close of the year.

(e) *Grain societies*.—There is no change in the number of grain societies and their members. Since their inception 134 maunds of grain have been collected. No cash transaction has been made during the year.

V.—NON-AGRICULTURAL SOCIETIES.

22. *Non-Agricultural Societies*.—There is an increase of 5 societies during the year. 7 new societies were registered and 2 were cancelled—one each in Ajmer and Beawar circles.

They are classified as follows :—

	1934-35.	1935-36.
I.—		
(a) Credit Limited	53	57
(b) Credit unlimited	24	25
II.—		
(a) Purchase and Sale Limited	1	1
(b) Purchase and Sale unlimited	1	1
III.—Miscellaneous.—		
(a) Limited	39	39
	<hr/> 118	<hr/> 123

23. The working capital of these societies is composed of the following :—

Head.	Amount. Rs.	Percentage.
1. Shares	3,04,836	18·6
2. Reserve and Other Funds	1,73,813	10·6
3. Deposits	9,28,682	56·6
4. Loans and deposits from Central Banks and Societies	2,33,158	14·2
	<hr/> 16,40,489 <hr/>	<hr/> 100·0 <hr/>

Share capital, Reserve and Deposits have shown a marked increase, and on the other hand the amount due to Central Banks and societies has gone down by Rs. 16,548. It is an unmistakeable sign of their satisfactory progress during the year. There is still a considerable scope for expansion in this respect but unless an addition to the existing staff is made it will not be possible to make much head-way in the near future.

There is also a sufficient scope for the formation of societies among women and if a lady Sub-Inspector is appointed good results may be achieved.

Their owned capital totals Rs. 4,78,649 as against Rs. 4,41,304 last year. It gives us a percentage of Rs. 29·2 against Rs. 29·7 last year on the total working capital. The slight fall in the percentage may be attributed to a considerable increase in their working capital.

Credit.—There is an increase of 5 societies and they number 82 against 77 last year. Membership has gone up by 483, and the total works out at 3,553 as against 3,070 last year.

Rs. 5,57,539 were advanced to the members against Rs. 4,68,329 in the previous year; and Rs. 4,28,375 were recovered in principal against Rs. 4,02,316 of the last year.

Overdues on the other hand have increased from Rs. 40,734 to Rs. 59,067. In this respect the Beawar circle shows an increase of Rs. 13,919 in the Mill-Hand Societies, as almost all of these are in class D. The economic depression hardly gives the societies a chance to improve their financial condition.

Percentage of recovery comes to 57·5 against 59·3 last year and 55 the year before last.

24. *Mill-Hand Societies.*—The number of such societies has gone down from 30 to 29. As reported last year opposition on the part of the Modis engaged by the Mills still continues and they are a great stumbling block in their successful working. Under the circumstances recoveries have become a very difficult task indeed, as the members of the staff are not even allowed to enter the premises of the Mills. Out of 278 members 77 only are at work, and the rest have slipped away to different directions, some to their homes and others in search of employment to Ahmedabad, Delhi, Bombay and Cawnpore. The Central Bank loan has gone down from Rs. 10,094 to Rs. 9,762. The share capital and Reserve have further decreased from Rs. 5,031 and Rs. 6,976 to Rs. 4,209 and Rs. 4,107 respectively. Before long it will be necessary to wind up the affairs of all such societies as have ceased to have any life in them.

Credit Unlimited.—There is an increase of 1 in the number of such societies and they total 25 now.

The following table throws light on their working :—

No. of members.		Repayments.		Advances.		Working Capital.	
30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36	30-6-35	30-6-36
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
523	563	10,703	13,054	10,993	14,320	32,465	33,328

The figures cited above indicate an alround increase .

Membership, repayments, advances and working capital have increased by Rs. 40, Rs. 2,351, Rs. 3,327 and Rs. 863 respectively.

25. *Thrift.*—There is a decrease of 1 in the number of thrift societies, and there are 24 left now. Membership too has gone down by 19 owing to the cancellation of a society referred to. Working Capital shows an increase from Rs. 1,38,500 to Rs. 1,60,244. Of the 24 societies 17 are working in the different departments, and 3 societies are exclusively of women. Membership has gone down by 7 in their case. I feel that if a lady Sub-Inspector is appointed there will be a rapid expansion in their number and usefulness.

26. *Housing Societies.*—These societies numbered 8 as against 7 last year, but membership has declined from 296 to 286 viz., by 10 only. The fall in membership is due to withdrawals in the Adarsh Nagar and Muslim Societies. Some of the members are reported to have changed their minds on second thought. Somehow or other the idea has gained ground that the Railway Workshops would soon be removed from Ajmer, as a result of which some of the prospective house builders have decided to wait and watch events.

The total number of houses built upto the 30th June 1935 was 104, and 7 more are reported to have been finished during the year. In 13 existing buildings it was considered necessary to make slight alterations.

64 houses are under the occupation of the owners, 15 are given away on rent, 24 are occupied partly by the owners and the tenants, and only 8 are vacant.

The members are indebted to the extent of Rs. 2,03,370 against Rs. 2,26,744 last year. Rs. 43,245 and Rs. 14,011 as against Rs. 18,951 and Rs. 12,832 were recovered on account of principal and interest respectively. The Central Bank loan has decreased from Rs. 1,63,304 to Rs. 1,39,081. Borrowing from the Banks total Rs. 14,581, and Rs. 38,804 were repaid to it. Deposits held at the close of the year amounted to Rs. 1,08,763 against Rs. 92,335 last year.

With the exception of the Muslim society where recoveries are poor there has been an alround progress. These societies have been successful to a very great extent in relieving the overgrowing congestion of the city.

27. *Other Societies.*—The Kayasth Educational Society continues to make satisfactory progress. The number of members and Share Capital have increased from 86 and Rs. 2,276 to 97 and Rs. 2,625 respectively. Repayments total Rs. 5,750 against Rs. 6,996 and the loans due by members work out at Rs. 22,161 against Rs. 19,594 last year. The society owes Rs. 355 to the Central Bank, Ajmer, while the amount in deposit is Rs. 23,388. Since

its start the society has financed 39 students out of which 25 have since completed their courses of training. The society advanced Rs. 4,877 and Rs. 2,588 to old and new students respectively. The number of students under training is as follows :—

Medical	2
Law	1
College Education	1
High School Education	6
Mechanical and Electrical Engineering	1
Accountancy	1
Police Training	1
Trading	1

The marriage fund society Ajmer reports having rendered monetary assistance in the celebration of 2 marriages at the cost of Rs. 500 each.

Since its registration 18 marriages in all have been performed.

Better Living Societies.—The number of such societies remains the same as last year. There are only 2 societies one each in the circles of Inspectors, Nasirabad and Todgarh. Membership has gone down from 43 to 42. The Todgarh society has succeeded in inducing the members to dig manure pits at a distance from their residential quarters.

In the marriages celebrated by the members expenditure was restricted to the limit of Rs. 200 laid down in the bylaws. For want of special staff for the purpose it could not be possible to make much head-way in this respect.

The Nasirabad Co-operative Shahar Safai Society Ltd.—Its membership has decreased from 45 to 41, share capital from Rs. 3,092 to Rs. 2,773 and owned capital from Rs. 4,377 to Rs. 3,694. Rs. 518 were advanced to the members against Rs. 1,311 last year and the recoveries total Rs. 954 against Rs. 1,343.

The decrease shown above under the various heads is mainly due to the fact that the previous contract lapsed on the 31st March 1936. The Cantonment authorities did not renew it for a further period as they are reported to have received slightly lower quotations from somebody else. The society has still in its possession the same number of animals, and they hope to be able to get work again next year.

Poultry Breeding Society.—The number of societies is the same as last year. As usual the members got the birds of the local breed hatched from time to time, but excessive heat and epidemic took a heavy toll. The members declined from 37 to 35 and there is also a fall of 44 in the number of cocks, hens, ducks etc. Loan outstanding against the members is Rs. 475 as against Rs. 443 last year, and Rs. 537 are payable to the Bank as compared with Rs. 495 in the previous year.

28. *Supply Stores.*—The only store in the District namely the B., B. and C. I. Railway Indian Association is doing useful work. Owing to the retrenchment in the strength of the staff and retirements, membership has decreased from 2,636 to 2,392; and Share Capital from Rs. 37,793 to Rs. 37,607. The store is working entirely with its own funds; and financially it is as strong as ever.

It shows a turn over of Rs. 5,91,092 against Rs. 3,19,009 last year. The value of goods sold comes to Rs. 2,02,593 as compared with Rs. 2,19,608 in the previous year. The fall in the value of goods sold is attributed to the decline of membership and low level of prices of the food stuffs. Net profit works out at Rs. 4,849 against Rs. 6,178 last year.

VI.—AUDIT AND INSPECTION.

29. The number of societies to be audited on the 1st of July 1935 was 736. All the societies are reported to have been audited during the year in terms of section 17 of the Act.

533 societies were inspected against 481 last year. Besides, as many as 41 societies under liquidation were, also, inspected. An idea as to the number of societies inspected by each may be formed from the following :—

	Registered Societies.	Societies under Liquidation.	Total.
1. Ajmer	105	1	106
2. Nasirabad	172	1	173
3. Beawar	154	33	187
4. Todgarh	102	6	108

The number of societies inspected during the year is the least in the circle of Inspector, Ajmer and his attention has been drawn to show better results next year in this respect. 13, 9 and 1 societies in the circles of Inspectors, Ajmer, Nasirabad and Beawar respectively could not be inspected during the past two years.

The number of such societies is the largest in the circle of Inspector, Ajmer, though the total number is, also, the least. In view of the heavy charge of Inspector, Nasirabad omission in the case of 9 societies is negligible and the Inspector, Beawar inspected the only society left out on 2nd of July 1936.

54 societies were supraaudited as compared with 68 in the previous year.

Generally speaking the time spent on inspection work is sufficient except in Ajmer Circle.

VII.—DISPUTES AND LITIGATION.

30. 462 proceedings involving Rs. 1,62,273 were started during the year as compared with 743 claiming Rs. 2,07,081 last year. 571 awards were sent up for execution as opposed to 1,024 in the preceding year.

Recoveries through execution total Rs. 13,052 against Rs. 17,516 last year; and Rs. 23,483 were recovered without heaving a resort to any court of Law. Last year Rs. 17,981 only were thus recovered. It may be evident that persuasion rather than legal action has given better results.

As advised by Mr. G. E. B. Abell, I.C.S., Deputy Registrar, Co-operative Societies, Punjab, Lahore, last year the staff was directed to limit legal action to a few selected cases only.

The number of awards executed through the Awards Unions comes to 456.

51 objections are reported to have been filed and the number of such objections at the beginning of the year was 53. 64 cases were decided.

favour of the societies, 5 were dismissed, and the cases pending at the close of the year numbered 35 only.

31. *Dishonesty*.—Jagmal son of Khuma ex-treasurer of the Raggura Credit Society, referred to in the last year's report, who had misappropriated the sum of Rs. 65 was sentenced to undergo two months simple imprisonment together with a fine of Rs. 10.

A novel case of false personification was reported from the circle of Inspector, Nasirabad. One Lachman, Kahar of Beawar, collected a sum of Rs. 24 by posing as a Sub-Inspector. He absconded the next morning with the amount. He was subsequently arrested at the Bandanwara Railway station and was handed over to the Police which subsequently challaned him under section 419/75 Indian Penal Code.

The trying Magistrate at Masuda sentenced him to two years' rigorous imprisonment along with a fine of Rs. 100.

VIII.—ACT, RULES AND BYLAWS.

In exercise of the powers conferred by section 43 of the Co-operative Societies Act II of 1912 the Chief Commissioner, Ajmer Merwara, was pleased to make the following amendments in the rules published under notification No. 1106-1385, dated 8th August 1918:—

1. Reduction in the maximum rate of dividend from 10 to $7\frac{1}{2}$ per cent. in rule 24.

2. Additions of rules numbering 30(1) and 30(2) after 29 regarding the appointment of officers in terms of section 2 (d) of the Act subject to the approval of the Registrar in Central Banks, Mortgage Banks, Commission Shops and Execution of Awards Unions, and relating to the dismissal of any member of a committee, or its officer, on the advice of the Registrar, subject to an appeal to the Commissioner, Ajmer-Merwara.

No. 1 does not require further elucidation, and in view of the cheap money now available it is a step in the right direction.

In a majority of these theoretically democratic institutions the power and the management have fallen into the hands of a few individuals often times unscrupulous ones, who have managed to stick on to this office for a long term of years, and used it to further their own ends and strengthen their power and influence. Thus, more official control has been found essential to correct, prevent abuses, and to ensure a sound growth of the movement.

IX.—OPPOSITION AND ASSISTANCE.

The names of the officials who have assisted the working of the societies in their respective sphere of influence and duties have been referred to in the body of the report. The names of the non-officials who have done their best for the cause of the movement have been recorded in an appendix attached herewith. The Government are requested to convey an appreciation of their services to them.

In spite of the bad effects of the continued depression, a reference to which has already been made in a preceding paragraph, the movement is on the whole proceeding on the right lines, and we owe a good deal to the ungrudging help and guidance received from Messrs. C. H. Gidney, C.I.E., I.C.S., and L.C. L. Griffin, I.C.S., Commissioners, Ajmer-Merwara, and to Captain L.A.G. Pinhey and Lt. O. C. B. St. John for their sympathies and assistance for the success of the movement.

I am also, much grateful to Messrs. F. B. Wace and J. C. W. Eustace of the Indian Civil Service, Registrars, Co-operative Societies, Punjab, Lahore, for the most valuable advice given to me from time to time.

Sardar Sahib Sardar Beant Singh, B.A., P.C.S., Deputy Registrar, Co-operative Societies, Punjab, Lahore, who inspected quite a number of societies in the District in April last also, deserves our best thanks for the instructions and suggestions given by him during the course of his inspection here.

X.—RAILWAY LANDS IN RAJPUTANA.

The Rajputana Salt Sources Co-operative Labour and Savings Society Ltd.—Its membership rose from 261 to 377 and share capital, from Rs. 3,805 to Rs. 4,284. Its Working Capital has increased from Rs. 72,890 to Rs. 88,501. The society has earned a profit of Rs. 4,175 against Rs. 7,584. The fall in profits is due to its hard competition with the local contractors.

BHANWAR LALL,

*Registrar, Co-operative Societies,
Ajmer-Merwara and Railway Lands in Rajputana,
Ajmer.*

NAMES OF NON-OFFICIALS.

1. Mr. Raj Narain, B.A.L.L.B., Retired Deputy Collector President, Nasirabad Urban Co-operative Bank; Limited.
2. Mr. Brij Behari Lal, B.A. . . . Honorary Secretary, the Rajputana Secretariat Co-operative Thrift and Savings Society.
3. Dr. T. Martin President, Christian Ladies Thrift Society.
4. Mrs. B. K. Massey Honorary Secretary, the Indian Christian Ladies Co-operative Thrift and Savings Society Limited.
5. Thakur Udey Ram President, Kachhballi Co-operative Mortgage Society.
6. Thakur Lumba President, Jawaja Mortgage Society.
7. Mr. Nisar Ahmed Revenue Girdawar, Nasirabad.
8. Mr. Chagan Behari Lal Chairman, Kalyan Thrift Society, Bhinai.
9. Patel Dhonkal President, Dilwara Co-operative Credit Society.
10. Patel Kamar Director, Mortgage Bank Limited, Ajmer.

A.

the year ending

Serial No.	Assets and deposits during the year		Usual dividend paid on shares.	Most usual rate of interest	
	Individuals.	Central Banks.		On borrowings.	On lendings.
1	5	16	27	28	29
			Per cent.	Per cent.	Per cent.
1	9,002	42,295	6	3½	7
2	5,275	35,500	8	3	6 to 8
3	2,484	1,11,477	Nil.	4½	8
	1,761	1,89,272
1	1,041	2,727	..	3 to 4	7½
2		5,760	..	2 to 4	7½
3	5,551	20,061	..	3 to 4½	7 to 8
4	560	16,735	..	3 to 4	7½
	152	45,283
	913	2,34,555
	957	2,34,599

against Rs. 24,936 last year. It is really unfortunate that we could not see our way to restore the 10 per cent. cut in the salary of the staff, as done in all the Government Departments, for want of funds. In a similar manner we had to withhold their increments. However, the Government of India have been requested to consider it favourably. The arrears of salary fund contribution at the close of the year totalled Rs. 112 from one society in the circle of Inspector, Ajmer.

II.—SUMMARY OF GENERAL PROGRESS.

3. The following statement indicates the progress made during the year as compared with that of the last year.

Class.	On 1st July 1935.				On 1st July 1936.				Increase or decrease.		
	Societies.	Member.		Working Capital.	Societies.	Member.		Working Capital.	No. of Societies.	Members.	Working Capital.
		Individuals.	Societies.			Individuals.	Societies.				
1. Central	7	761	909	20,81,301	7	759	934	20,52,407	...	23	—28,894
2. Agricultural.	605	13,675	...	17,00,939	617	14,168	...	17,00,536	12	493	—403
3. Non-Agri- cultural	118	0,794	...	14,87,128	123	7,008	...	16,40,489	5	214	1,53,361
4. Central Non- Credit	5	...	381	9,630	5	...	385	10,734	...	4	1,104
	735	21,230	1,290	52,78,998	752	21,935	1,319	54,04,166	17	734	1,25,168

From the figures cited, heretofore, it may be evident that the number of societies has increased by 17, memberships by 734, and the total working capital by Rs. 1,25,168. Thus, there is an alround increase.

Of the 21 societies registered during the year 14 are for agricultural credit, 6 for Urban, and 1 for Housing.

The registration of 2 agricultural and the same number of non-agricultural societies was cancelled during the year.

3. *Common Good Fund*.—296 societies had a credit balance of Rs. 13,735 at the beginning of the year, and Rs. 2,538 were added to it in 123 societies leaving a net balance of Rs. 16,273. 67 societies have spent the sum of Rs. 2,834 on the various purposes detailed below; and the balance carried forward at the close of the year is Rs. 13,439. Education Rs. 364, Society for Prevention of Cruelty to animals Rs. 105, Gowshala Rs. 57, Quetta Relief Fund Rs. 129, Repairs to Nadies, wells etc., Rs. 150, Improved ploughs Rs. 39, Improved seed Rs. 55, Improvements to paths Rs. 18, Medicines Rs. 90, Hospitals Rs. 93, Piau Rs. 64, Relief of poor Rs. 9, Orphanage Rs. 40, Widow

fund Rs. 15, Libraries Rs. 25, Scouts Rs. 15, Feeding of the destitute Rs. 20. In addition to the above Rs. 1,546 were transferred to the Bad Debt Fund. It may be evident that the societies have spent a part of their savings on almost every purpose of common welfare.

4. *General Condition.*—Agriculture unlike other callings depends upon uncertain weather. The year which has just passed was rather unsatisfactory from this point of view ; and at many places in the District conditions approximated to famine. Unfortunately for us the economic depression still continues unabated. The low level of prices makes recovery a difficult task. The societies in this part of the country are hit to a very great extent through these adverse natural conditions.

The rainfall of the year was not well distributed. While it rained about 30 inches in Jalia the total did not exceed 9 inches in Srinagar. In most places the tanks were left empty ; and there was little or no percolation in the wells either. Though kharif was sown extensively, Rabi was restricted to the irrigated areas mostly. Whatever seed they had put in the Barani lands early in the year was lost and did not bear fruit for want of timely showers at a later date. The poor tillers of the soil are passing through a great ordeal, the like of which they have never experienced before. Bad harvests, low prices, ever increasing indebtedness, and uneconomic holdings have reduced them to a life of absolute penury. To eke out even a bare living has become a problem of life. He is trying to keep off the wolf of hunger by supplementing his income by plying carts on hire, working in mills and factories, selling fuel, wood etc. Under such circumstances the task of the staff bristles with numerous difficulties. On the one hand it tries to ameliorate their lot ; and on the other efforts are continuously made to keep alive the credit institutions with which the future of the peasants is inseparably bound up. The conditions of life under which they are carrying on their duties from day to day are, in most cases, pathetic. Be it said, however, to their credit that they are trying to weather the storm with fortitude ; and let us hope that before long an era of prosperity would dawn on them.

It may not perhaps be out of place to refer in passing to the severe criticism to which the movement and the achievements of the Department are subjected to at times from the officials and non-officials alike. It is not uncommon to hear the opinion expressed that the movement has failed ; but those who express such an opinion are people who would not or could not take into account the complex social causes which go a long way to affect the results of all economic measures taken to ameliorate the condition of a province.

The long established customs which had their origin in conditions which have ceased to exist, the habits formed independent of considerations of economy, and the inherent indifference to lending intensive support to a new venture are some of these elements which must have their repercussion in developing the result of a movement like the "Co-operative". The critics forget that even the most sanguine supporter of the movement does not claim for it the virtues of a "golden touch".

5. *Training, Education and Conference.*—This year again, for lack of funds, it could not be possible to hold any class for the training of the Sub-Inspectors. However, all the Sub-Inspector candidates were examined locally. The want for the services of an Educational Inspector for a period

of two months every year is keenly felt. In a backward province where illiteracy is appalling, and the peasantry involved heavily in debt, the importance of teaching the staff and the people the real principles of Co-operation cannot be over estimated.

While most of the other provinces have strengthened their activities, on this score, with the help of the Government of India grant sanctioned last year we have not yet been able to give effect to our proposals, as final orders are still awaited.

A Conference of the Inspectors was held at Pushkar in November 1935 in which important points having a bearing on the difficulties confronted by the staff and the societies were discussed and remedies suggested.

Propaganda and teaching of Members.—This year too, Pushkar Camp was observed for a week during the local fair; and as usual literature on cooperation was distributed gratis.

The Co-operator's Day was celebrated at Ajmer, Nasirabad, and Kekri. At the places referred to quite a number of co-operators and sympathisers took part in the demonstrations, and interesting programmes were gone into. In this connection our thanks are due to Messrs. Raj Narain and Radhey Lal, Advocates of Ajmer, Dr. Shukla of Kekri and to Mr. Martin of the Nasirabad Mission for the illuminating discourses delivered by them on the occasions.

During the year Co-operators' conferences were held at Jawaja and Pushkar on the 23rd of October 1935 and 8th April 1936 respectively. Both the functions were held under the presidency of the Commissioner, Ajmer-Merwara, C. H. Gidney, Esq., C.I.E., I.C.S., and were a grand success. Besides the delivery of instructive lectures by the officials and non-officials both, interesting programmes were gone into. At Pushkar a special feature was the participation of ladies in large numbers. In this connection we owe a debt of gratitude for the very learned lectures delivered by Dr. Macmillan and Mr. Martin on maternity and wasteful ceremonial expenses.

In collaboration with the agricultural department, agricultural conferences were, also held at Srinagar and Ramsar. Besides the leading officials and non-officials of the Ilaka, zamindars in large numbers participated in them. They were treated to a series of instructive lectures on various topics.

His Majesty's death.—I should be failing in my duty if I do not refer to the feeling of deep sorrow which was exhibited by all Co-operators on the occasion of the demise of His Imperial Majesty the late King George V. Resolutions to this effect were passed at many Co-operators' gatherings, and expressions of devotion and Loyalty to the person and throne of his successor Edward VIII King and Emperor of India were also made.

6. *Adult Schools.*—There is no increase in the number of such schools during the year. Out of the total of 190 adults receiving instructions in them, as many as 115 can now read and write. Rs. 951 were spent on these schools during the period and the balance at the close of the year was Rs. 553 only. Eight schools were inspected by the Inspectors—which revealed the fact that almost all of them are doing well. Besides the above, two adult schools have been started as an experimental measure at Mehrun and Sondra for a period of three months each.

III.—WORKING OF SOCIETIES.

A.—CENTRAL BANKS AND BANKING UNIONS.

7. There is no increase in the number of Central institutions, and there are 3 Central Banks and 4 Banking Unions as last year. An idea as to the working of these institutions may be formed from the following figures :—

No.	Head.	Amount on		Percentage on	
		1-7-35. Rs.	1-7-36. Rs.	1-7-35.	1-7-36
1.	Share Capital	2,09,050	2,09,850	10·0	10·2
2	Reserve and Other Funds .	3,16,326	3,33,055	15·2	16·2
3	Deposits from Individuals .	12,24,818	11,19,350	58·9	54·5
4	Loans from Government
5	Deposits from Central Banks and Societies. . . .	3,31,107	3,90,152	15·9	19·1
Total .		20,81,301	20,52,407	100·0	100·0

It may be apparent that the share capital, Reserve and other funds and deposits from central banks and societies have increased by Rs. 800, Rs. 16,729 and Rs. 59,045 respectively. On the other hand deposits from individuals have gone down from Rs. 12,24,818 to Rs. 11,19,350, or there is a net decrease of Rs. 1,05,468 under this head. The policy of reducing a surplus, wherever it existed, was continued, and this accounts for the reduction in individual deposits.

Deposits from Central Banks and Societies have increased by Rs. 59,045. This is obviously a healthy sign of the successful working of such institutions.

Investments in Government Securities, Post Office Cash Certificates and in shares total Rs. 5,12,362 as against Rs. 5,05,859 last year. Such investments have been shown in the balance sheet at cost or market price whichever was the less.

Advances to the societies, central institutions and individuals worked out at Rs. 3,97,356, Rs. 1,83,863 and Rs. 78,275 respectively as compared with Rs. 4,12,440, Rs. 2,14,366, and Rs. 1,15,385 in the previous year. Agricultural conditions do not warrant laxity in this respect, and this is why loans to the societies show a decline of Rs. 15,084.

Recoveries from societies, central banks and individuals total Rs. 3,94,878, Rs. 2,21,571 and Rs. 94,733 against Rs. 4,47,218, Rs. 3,95,222 and Rs. 1,00,109 last year. Obviously, there is a fall of Rs. 52,340 in recoveries from societies which in view of the depressing agricultural conditions is not quite unexpected.

Interest accrued totals Rs. 1,10,710 as compared with Rs. 1,11,748 last year. There is a decrease of Rs. 1,038.

The percentage of expenditure to the total working capital shows a slight decline from 0·9 to 0·8.

There is a decline of 2 in the number of individual members, while the number of affiliated societies has gone up by 25.